THE JOINT TRAVEL REGULATIONS (JTR)

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INTRODUCTION

AUTHORITY, APPLICABILITY, AND ADMINISTRATION OF THE JTR

The JTR implements policy and laws establishing travel and transportation allowances of Uniformed Service members and Department of Defense (DoD) civilian travelers. It also implements station and certain other allowances. The JTR has the force and effect of law for travelers, and implements statutory regulations and law for DoD civilian travelers.

The JTR applies to:

- Uniformed Service Active and Reserve Component members and their dependents. The Uniformed Services are the U.S. Army, U.S. Navy, U.S. Air Force, U.S. Marine Corps, the U.S. Coast Guard (USCG), the National Oceanic and Atmospheric Administration (NOAA), and the U.S. Public Health Service (USPHS).
- DoD civilian employees and their dependents.
- Other authorized travelers who use appropriated DoD funding, including new DoD Senior Executive Service appointees and certain Presidential appointees.
- DoD personal services contract employees.

The JTR does not apply to:

- Contractor employees under a DoD contract for anything other than personal services.
- DoD employees appointed under Title 22 United States Code (U.S.C.) § 2385(d).
- DoD civilian employees performing official assignments funded by a non-DoD Agency who are subject to that Agency's travel and transportation policies.
- Government employees whose salaries are paid with non-appropriated funds (NAF) traveling on NAF business.
- Foreign personnel traveling under Security Assistance Management Manual authority.

Nothing in the JTR authorizes expenditures for purposes not provided for in Congressional appropriations or in law. This publication is issued under the authority of DoD Instruction 5154.31, Volume (Vol.) 5, "Commercial Travel Management: The Per Diem, Travel, and Transportation Allowance Committee (PDTATAC)." Travelers and travel officials must adhere strictly to the JTR. The traveler could be personally financially responsible for any expense accrued by not complying with the JTR. When the General Services Administration's Federal Travel Regulation (FTR) authorizes a discretionary travel and transportation allowance that the JTR does not address, the allowance is not authorized or implemented within the DoD.

RESPONSIBILITY FOR THE JTR

The Per Diem, Travel, and Transportation Allowance Committee (PDTATAC) updates and publishes the JTR. The PDTATAC is composed of a Chair and a member representing the Departments of the Army, the Navy, the Air Force, Homeland Security, Health and Human Services, and Commerce. The Committee Chair is the Deputy Assistant Secretary of Defense for Military Personnel Policy.

Each Uniformed Service has a representative on the Military Advisory Panel (MAP) and the Civilian Advisory Panel (CAP). The MAP consists of a representative from each of the Uniformed Services. The CAP consists of a civilian representative from each of the Military Services and the OSD Washington

Headquarters Services. The MAP and CAP members report to senior leaders of the Uniformed Services, who serve as members of the PDTATAC.

EFFECTIVE DATE OF REGULATION CHANGES

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

INTERPRETATION OF THESE REGULATIONS AND THEIR UNDERLYING LAWS AND REGULATIONS

DoD certifying officer or disbursing officer may request an advance decision, in accordance with Volume 9 of DoD Regulation 7000.14, “Department of Defense Financial Management Regulation” (DoDFMR), on a claim whose validity or amount is questionable. An Accountable Officer desiring an advance decision on an issue involving the interpretation of the JTR must forward the request for an advance decision through PDTATAC. A traveler who disagrees with a decision by a certifying officer may submit an appeal or reclaim in accordance with DoDFMR, Vol. 9."

In cases of specific travel circumstances in need of clarification, the General Counsel of the Department of Defense (GC DoD), the Defense Office of Hearings and Appeals (DOHA) (for a Service member), and the Civilian Board of Contract Appeals (CBCA) (for a civilian employee) determine how the JTR, the Federal Travel Regulation (for civilian employees), and departmental instructions should be interpreted.

Decisions by the GC DoD, DOHA, CBCA (formerly called the General Services Board of Contract Appeals), and the U.S. Government Accountability Office provide guidance for similar cases or situations involving the same circumstances. These decisions are referenced in the JTR, where applicable.

QUESTIONS, SUGGESTIONS, OR RECOMMENDATIONS

Submitted questions concerning information in the JTR or suggestions for improvements or recommendations for changes must go through Command channels to the respective Service or Agency PDTATAC representative.

SERVICE OR DOD AGENCY REGULATION REVIEW PROCESS

Services or Agencies may issue related administrative procedures provided they do not conflict with or unnecessarily duplicate JTR provisions. DoDI 5154.31, Vol. 5 requires that PDTATAC staff review all DoD written material that implements JTR provisions to ensure that per diem, travel, and transportation allowances, relocation allowances, and certain other allowances are uniformly applied. The review process applies to all DoD Uniformed Services and DoD Agencies. In addition, the USCG, NOAA, and USPHS may submit written material for review as desired. A Service or Agency submitting written material to the PDTATAC must first send the document to its MAP or CAP representative.

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CHAPTER 1: GENERAL POLICY

0101 BASIC TRAVEL RULES

This chapter outlines the basic information that applies to a traveler in any travel category.

010101. Travel Categories

The categories of travel addressed in the JTR are:

A. Temporary Duty (TDY) Travel.

B. Government-funded Leave Travel.

C. Local Travel at the Permanent Duty Station (PDS).

D. Permanent Duty Travel (PDT), including Permanent Change of Station (PCS) Travel.

E. Evacuation Travel.

010102. Guiding Principle

The guiding principle behind the JTR is to travel responsibly. The word "responsibly" means that the traveler exercises the same care in incurring expenses for Government travel that a prudent person would exercise if traveling at personal expense.

010103. Traveler Responsibilities

A. Financial Responsibility. Traveling responsibly includes using the least expensive transportation mode, parking facilities, public transportation, or rental vehicle. It also includes scheduling travel as early as possible to take advantage of discounted transportation rates. The traveler is financially responsible for excess costs, circuitous routes, delays, or luxury accommodations that are unnecessary or unjustified.

B. Items Not Mentioned. If something is not stated in the JTR, it does not mean that an allowance exists or may be authorized. The philosophy of "It doesn't say I can't; therefore, I can" does not apply to the JTR. Instead, if the JTR does not say something *can* be reimbursed, then it *cannot* be reimbursed as a travel claim.

C. Ethics Regulations and Rules. The traveler must comply with Federal ethics laws, Department of Defense (DoD) Regulation 5500.7-R, "Joint Ethics Regulation," and the Agency's or Service's ethics regulations and rules. Pay particular attention to rules that pertain to acceptance of travel and transportation benefits, including gifts, favors, and special accommodations from non-Federal sources.

010104. Service or Agency Responsibilities

A. Mission Controls. Each Service or DoD Agency must authorize or approve only the travel necessary to accomplish the Government's mission effectively and economically while establishing internal controls to ensure that only such travel is authorized. An official responsible for directing travel or approving reimbursement is also responsible for ensuring that funds are used for official travel

purposes and in accordance with the conditions prescribed in the JTR. A statement must be included on the travel authorization specifying that alternate means, such as Secure Video-Teleconference or other Web-based communication are insufficient to accomplish travel objectives.

B. Traveler Rights. Unless stated otherwise in the JTR, the Service or Agency cannot reduce allowances or deny reimbursements because of limited DoD travel funds. In addition, a Service or Agency cannot direct a traveler to travel at personal expense or at reimbursement rates or amounts inconsistent with the JTR.

0102 OTHER BASIC TRAVEL INFORMATION

The following information applies to all travelers, unless noted otherwise.

010201. Key Participants

Official travel involves the participation of three key players: the traveler, authorizing or approving official, and the Travel Management Company (TMC).

A. Travelers. A traveler is anyone who travels on official business for DoD. Travelers fall into three groups: Service members, civilian employees, and other travelers. JTR allowances may differ among these groups due to law or other regulations.

Table 1-1. JTR Travelers*

Uniformed Members	Civilian Employees	Other Travelers
• Air Force • Army • Marine Corps • Navy • U.S. Coast Guard • National Oceanic and Atmospheric Administration • U.S. Public Health Service • Active and Reserve Component (RC) members	• Civilians employed by the DoD • Civilians employed by other agencies, but funded by DoD	• Spouse • Children • Other Dependents • Family members • Relatives • Civilians not employed by the Government

**Table is not all-inclusive.*

B. Authorizing or Approving Official (AOs). An AO determines whether travel is necessary and appropriate to the mission, ensures that all expenses claimed by the traveler are valid, and authorizes or approves the expenses if they are valid. Expenses must not be approved if they are inflated, inaccurate, or higher than normal for similar services in the locality. If the JTR indicates an expense, allowance, or other item—such as the mode of transportation—must or may be authorized, it means the AO must give permission before the action takes place. Likewise, if the JTR indicates “may or must be approved,” then the AO may or must give the traveler permission after the action takes place.

C. TMC. The Defense Travel Management Office (DTMO) contracts with TMCs to make travel arrangements for DoD travelers. The General Services Administration (GSA) contracts with TMCs to make travel arrangements for travelers from other Federal agencies. A GSA TMC may be used only when a DTMO-contracted TMC is not available.

1. A DoD traveler must make travel arrangements through an electronic travel system when it is available or through the TMC if it is not available. Any DoD traveler who cannot reach the TMC must contact the AO or designee for assistance. However, lodging may be reserved outside the TMC when arranging for a large number of rooms in advance, such as for training courses, exercises, or conferences, or when safety, health, or security concerns require using specific lodging establishments.

2. The TMC will book a traveler only for economy travel and economy accommodations. However, a traveler may upgrade travel or accommodations at personal expense. Under certain circumstances described in the JTR, other accommodations may be authorized or approved.

3. A traveler, AO, or electronic system must provide the TMC a copy of the travel authorization before ticketing. However, a TMC may issue tickets for official travel authorized by proper oral, letter, or message authority if travel must begin or is performed before a written travel authorization issued. The AO is responsible for providing a confirmatory travel authorization to the TMC.

010202. Requirement to Travel

Travel is required when other means of conducting business, such as telephone calls or video teleconferencing, are unavailable or cannot meet the mission's needs. This must be certified in a statement on the travel authorization. Government-funded travel and transportation are used only when officially justified and by the means that meet mission requirements consistent with good management.

010203. Travel Status

The travel authorization establishes when travel status starts and ends. A traveler is authorized travel and transportation allowances only while in a travel status. A travel status begins when a traveler leaves the PDS, residence, or office, *or* when he or she detaches from or signs out of a unit or agency. It ends when the traveler returns to the PDS, residence, or office, *or* when he or she arrives at a new PDS by signing in with the new unit or agency.

A. Travel Status Qualifiers. A travel status includes:

1. Time spent away from the PDS on public business under a valid travel authorization.

2. Necessary TDY travel. This includes time spent at a TDY location, regardless of whether duty is performed while traveling or how much time is spent away from the PDS.

3. PCS travel.

4. Necessary delays while awaiting further transportation after travel status begins.

5. Travel to or from a hospital or medical facility for observation or treatment.

6. Travel by Government or other aircraft, including flights for training purposes made under a valid travel authorization that requires one or more landings away from the starting point.

7. Flights for training purposes made in the absence of a travel authorization when it is necessary to remain away overnight.

8. Other circumstances determined jointly by the Secretaries concerned before, during, or after an occurrence that constitutes a travel status.

B. Alternate Departure Points. A traveler may be authorized or approved to begin and end at the following places when it is to the Government's advantage:

1. Traveler's residence when the traveler commutes from there 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.

3. Place near the traveler's residence where the privately owned vehicle (POV) is garaged or stored.

Note: Personnel traveling for disciplinary purposes are considered to be in a duty status, but not in a travel status.

C. Travelers Other than Aircrew Member and Courier. Refer to Table 1-2 and Table 1-3 to determine when the travel status begins and ends for a traveler who is not an aircrew member or courier.

Table 1-2. Travel Status Start Locations for a Traveler Other Than Aircrew Member or Courier

When a Service member departs…	And proceeds to…	And then to…	Travel Status Starts when Service member departs from…
Home.	Transportation terminal.	Not applicable (N/A)	Home.*
Home.	Office, and performs duty there.**	Transportation terminal.	Office, even though the terminal is at the PDS.***
Home.	Office, and performs duty there.**	Another duty or departure point within the PDS before going to the transportation terminal.***	The other duty or departure point within the PDS. "Another departure point" is never a transportation terminal.

**The AO may permit the Service member to start official travel from the location at which he or she maintains the family residence if the Service member commutes daily to the PDS from a different location. If to the Government's advantage, the AO may authorize or approve POV use to start at one of the following: the Service member's residence from which he or she commutes daily to the PDS; the location at which the Service member maintains the family residence, if he or she commutes daily to the PDS from a different location; the place near the Service member's residence where the POV is garaged or stored.*

***Disregard travel to and from the office if the Service member performed no duty there.*

****This does not prevent reimbursement of transportation between home and PDS on travel days as specified in Chapter 2.*

Table 1-3. Travel Status End Locations for a Traveler Other Than Aircrew Member or Courier			
When a Service member returns…	**And proceeds to…**	**And then to…**	**Travel Status Ends when Service member returns from…**
Terminal.	Home.	N/A	Terminal. "Returns to" refers to "wheels down."
	Office, and performs duty there.	Home.	Office.
	Another duty or arrival point within the PDS. "Another arrival point" is never a transportation terminal.		The other duty or arrival point within the PDS before going to the transportation terminal. *

**This does not prevent reimbursement of transportation between home and PDS on travel days as specified in Chapter 2.*

D. Aircrew Member and Courier Status. A Service member performing TDY as an aircrew member includes a Service member for whom aircrew duty is an additional duty. It also includes an Armed Forces courier or other Service member whose primary duty makes the air terminal a regular duty place. This does not apply to an RC member for first and last day when called to active duty. Aircrew member status for an RC member only applies after the RC member arrives at the active duty location and terminates when the RC member departs upon relief from active duty. Refer to Table 1-4 and Table 1-5 to determine when the travel status begins and ends for an aircrew member or courier.

Table 1-4. Aircrew Member or Courier Travel Status Start Locations			
When a Service member departs…	**And proceeds to…**	**And then to…**	**Travel Status Starts when Service member departs from…**
Home.	Office, and does not perform duty there.	Flight operations or a terminal within the limits of the PDS.	Terminal. "Departs from" refers to "wheels up."
	Flight operations or a terminal within the limits of the PDS.	N/A	
	Office, and performs duty there.*	Flight operations or a terminal outside the limits of the PDS.	Office.
	Flight operations or a terminal outside the limits of the PDS.	N/A	Home.

** Disregard travel to and from the office if the Service member performed no duty there.*

Table 1-5. Aircrew Member or Courier Travel Status End Locations			
When a Service member returns to…	**And proceeds to…**	**And then to…**	**Travel Status Ends when Service member returns from…**
Flight operations or a terminal within the limits of the PDS.	Home.	N/A	Terminal. "Returns to" refers to "wheels down."
	Office, and does not perform duty there.		
Flight operations or a terminal outside the limits of the PDS.	Office, and performs duty there.*	Home.	Office.
	Home.	N/A	Home.

**Disregard travel to and from the office if the Service member performed no duty there.*

010204. Government Travel Charge Card (GTCC) and Advance of Funds

A traveler is required to use the GTCC to obtain travel advances and to pay for all official travel expenses. A traveler may be exempted from this requirement under certain circumstances. See the DoDFMR, Vol. 9, "Travel Policy," dated June 2015, for travel advances when the traveler is not issued a GTCC. Advance funds for certain travel and transportation allowances are authorized in law (see DoDI 5154.31, Vol. 4, "Government Travel Charge Card Regulations").

010205. Defense Travel System (DTS) Use

DoD travelers and AOs must use the DTS to process travel authorizations and vouchers for TDY travel and local travel. A traveler must use the DTS to the maximum extent possible to arrange all en route transportation, rental cars, commercial lodging, and Government quarters when the DTS's functionality is available (see DoDI 5154.31, Volume (Vol.) 3, "Commercial Travel Management: Defense Travel System (DTS)"). The TMC processes reservations made in the DTS. The Defense Table of Official Distances programmed in the DTS on the date the voucher is approved for payment is used to calculate the official mileage.

010206. Travel Authorizations and Orders

Travel and transportation allowances are payable only after valid orders are issued. The order directs travel to, from, or between official points and serves as the basis for the trip and associated reimbursements. A travel authorization or order should be issued before travel begins. Travel or expenses incurred before a travel authorization or order is issued are not reimbursable, unless otherwise stated in the JTR. In unusual or urgent situations when travel must begin before a written authorization or order can be issued, a verbal authorization may be given. In such cases, the verbal authorization must be followed up in writing (called a "confirmatory order") before allowances are paid.

A. Modifications after Travel. Travel authorizations and orders cannot be retroactively modified to increase or decrease an allowance after the travel is completed. A travel authorization or order may be retroactively corrected to show the original intent (CBCA 3472-RELO, September 23, 2013). When an allowance is approved after travel begins, it does not constitute a retroactive modification to create, change, or deny an allowance.

B. Method of Purchase. All travel authorizations and orders that authorize the purchase of transportation tickets must identify the purchase method. The authorization or order must state whether the ticket was purchased using an individually billed account or a centrally billed account, or was otherwise personally purchased by the traveler. This is necessary to prevent duplicate reimbursement of

transportation tickets. If the purchase method changes after the travel authorization or order is published, then the AO may approve the changed method after the fact on the travel claim.

C. Variations in Travel. Authorizing variations in a travel authorization is not a substitution for poor planning and cannot be used to create a blanket travel authorization or repeat travel authorization. An authorized variation in a TDY order allows a traveler to:

1. Go to destinations not named in the order.

2. Change the specified time spent at a named destination.

3. Change the sequence of the named destinations.

4. Omit travel to named destinations.

D. Blanket or Repeat Travel Authorizations.

1. Most TDY travel authorizations are for a specific trip; although, that trip may contain multiple locations. The travel authorization is complete upon return to the PDS and no additional travel may be undertaken using that order. On rare occasions, a blanket or repeat travel authorization may be needed, which allows a traveler to undertake multiple trips using the same authorization. The travel authorization remains in effect until it is revoked or until the end of the fiscal year. The travel authorization is automatically cancelled when the traveler is assigned to a PCS or reaches the time limit specified in the authorization.

2. Blanket or repeat travel authorizations must:

a. Contain a specific expiration date that cannot cross fiscal years.

b. State that it is a blanket or repeat authorization, as applicable.

c. State why it is necessary (purpose of order or trips).

d. List the locations to which the individual may travel and frequency of the trips.

e. Contain authorizations for any travel and transportation allowances that may be reimbursed on the trips covered by the authorization, such as a rental car or excess accompanied baggage.

f. Contain estimated travel costs for the period indicated in the order.

g. Only authorize economy or coach class transportation.

h. Not authorize an actual expense allowance (AEA).

Note: When other than economy or coach class transportation, or AEA, is necessary, the AO may amend the travel authorization to a specific location on an individual trip.

E. Other Types of Authorizations and Orders. A civilian employee traveling using DoD funds is issued a DD Form 1610 or paid through the DTS. A person other than a Service member or civilian employee should be issued an Invitational Travel Authorization (see Appendix X).

F. Amendment to a Travel Authorization or Order. An amended travel authorization is one that is issued by the same organization that issued the original authorization. The amendment modifies the original travel authorization. An amendment is effective on the date it is issued and is not retroactive unless it contains language that corrects an error or omission, or provides a confirmation of the date of the verbal authorization.

G. Local Travel Orders. Local travel in, around, or near the PDS does not require a written travel authorization as long as lodging or per diem is not payable. When lodging or per diem is payable, a written travel authorization must support the travel claim.

Table 1-6. Time Limits for Travel Orders

TDY Orders (Other Than Training)	TDY Orders for Training	PCS Orders
A TDY at one location may not exceed 180 consecutive days except when authorized by the appropriate authority.	Training courses for Service members that are scheduled to last 139 or fewer days (less than 20 weeks) are considered TDY. If the scheduled duration is 140 or more days (20 weeks), then it is a permanent duty assignment.	• Military PCS orders are valid for travel and transportation allowances to the new PDS named in that PCS order while the order remains in effect and before receipt of further PCS orders, unless otherwise specified in the JTR (see 45 Comp. Gen. 589 (1966)). • Civilian PCS orders are valid for 1 year from the civilian employee's transfer or appointment date. See par. 5518 for exceptions.

H. Time Limits for Travel Authorizations and Orders. Refer to Table 1-6 for rules that define the time restrictions for travel allowances. Requests for a TDY that exceeds 180 days at one location should be made in advance of travel to the authority identified in Table 1-7. The requests must be made in writing and contain justification for the length of the TDY. When the TDY exceeds 180 consecutive days without being authorized or approved, per diem stops on the 181st day.

I. Violation of 180-Day Rule. Issuing a TDY order for 180, or fewer, consecutive days, followed by a brief return to the PDS and then another TDY order for return to the same location, is a violation of the 180-consecutive-day policy if the known, or reasonably anticipated, TDY duration exceeded 180 days when the initial order was issued.

Note: Exceeding the 180-day consecutive TDY time limit without authorization and approval does not constitute an automatic PCS.

Table 1-7. Authorizing and Approval Authority for TDY of 181 or More Consecutive Days		
All Service Members Other Than Army	**Army Service Members**	**Civilian Employees**
Secretary concerned, Chief of an appropriate bureau or the staff agency specifically designated for that purpose, or the Combatant Commander (CCDR) or Deputy CCDR. No further delegation is authorized.	Secretary concerned, Chief of an appropriate bureau or the staff agency specifically designated for that purpose, or the CCDR or Deputy CCDR. This authority can be re-delegated to authorize a TDY for a member assigned to a Warrior in Transition Unit. In that case, a Flag Officer or civilian equivalent from the U.S. Army Medical Command must first recommend that the Army Compensation Chief authorize or approve the TDY. If the Army Compensation Chief approves the recommendation, then the Service Compensation Chief (a two-star Flag Officer or civilian equivalent) may authorize or approve the TDY.	Secretary concerned, Service or DoD Agency Headquarters, DoD Agency Director, Chief of an appropriate bureau or the staff agency specifically designated for that purpose, or the CCDR or Deputy CCDR. This authority can only be re-delegated as stated for Service or DoD Agency Headquarters.

J. TDY Travel Authorization or Order Issued Before Request to Exceed 180 Days Is Received.

1. If the mission does not permit obtaining the authorization to exceed 180 days before the order is issued, the travel authorization or order may be issued and the request submitted immediately to the appropriate authority listed above. That authority must perform one of the following:

a. Approve the authorization or order as written.

b. Direct that the authorization or order be amended to:

(1) End the duty and return the traveler to the PDS or assign a new PDS.

(2) Change the assignment from TDY to a PCS.

(3) Set the period at 180 or fewer days from the TDY report date.

(4) Authorize a temporary change of station (TCS) if the traveler is a civilian employee and ensure that the tax information is listed in the Remarks section of the TDY order for that civilian employee. A TCS is a temporary relocation of a civilian employee to a new PDS on long-term assignment and subsequent return to the previous PDS after assignment completion.

2. See Chapter 3, Part C for information on civilian employees deployed to Afghanistan or Iraq in support of ongoing contingency operations.

3. For civilian employees, if a TDY will last between 6 months and 30 months, the AO must determine before the travel begins whether the assignment is actually temporary or should be a PCS. If the assignment is determined to be temporary, the AO must then determine if the duty should be a TCS or a TDY. For an assignment to be designated TDY, it must meet all of the following criteria:

a. Duties are temporary in nature.

b. Assignment is for a reasonable period of time.

c. TDY costs are lower than round-trip TCS or PCS expenses.

4. If the AO determines that a TCS is appropriate for the civilian employee, the civilian employee should refer to Chapter 5.

0103 FINANCIAL RULES

010301. Receipt Requirements

A. Retain Receipts. Travelers are advised to retain ALL receipts for tax or other purposes. The DoDFMR, Vol. 9, "Travel Policy," dated June 2015, and the Defense Travel System Regulations in DoDI 5154.31, Vol. 3, require an itemized receipt for each lodging expense, regardless of the amount, and any individual expenditure of $75 or more. AOs are discouraged from requiring additional receipts except to substantiate reimbursement if a traveler's claim contains doubtful reimbursement.

B. Lost Receipts. If a receipt is impracticable to obtain or has been inadvertently lost or destroyed, a lost receipt statement explaining the circumstances and containing the same information as the lost receipt must be furnished.

Note: A lost receipt statement cannot substitute for an online-booking hotel receipt.

010302. Duplicate Payments and Fraudulent Claims

A. Duplicate Payments. A traveler cannot be reimbursed more than once for the same allowance or expense. The Government does not pay expenses reimbursed, or to be reimbursed, by another entity. The traveler must repay any such duplicate payments to the Government.

B. Fraudulent Claims. If a reasonable suspicion of a falsified expense for lodging, meals, or incidental expenses exists and the suspicion is identified before the traveler is reimbursed, the applicable per diem or AEA is denied for the entire day for which the suspected expense is claimed. If there is reasonable suspicion of a falsified expense other than the cost of lodging, meals, or incidental expenses, the suspicious expense is denied.

0104 UNIQUE STATUS OR CONDITION

010401. Absentee, Straggler, Deserter, or Member Without Funds

A. Eligibility. A Service member without funds is eligible for limited travel and transportation allowances. This may be a Service member who is an Absentee and fails to go to the appointed place of duty at the time prescribed, a Straggler who becomes separated from the remainder of a party that is in a travel status on a party transportation ticket, or a Member Without Funds who must be at an assigned location, but has no money or means to get there. A Service member who goes on leave without approval and remains absent from the unit, organization, or place of duty with the intent to remain away permanently (10 U.S.C. § 885) is a Deserter. A Deserter who surrenders at, or is apprehended and delivered to, a U.S. Installation other than the Service member's PDS may be eligible for limited travel and transportation allowances.

B. Allowances. Necessary transportation and meal tickets, or the cash equivalent of meal tickets (see Table 2-17), must be furnished for travel to the new PDS or another place directed by proper authority when an Absentee, Straggler, Deserter, or Member Without Funds arrives at, or is delivered to, a U.S. Installation other than the Service member's PDS and is without funds to purchase transportation.

C. Reimbursement. A Service member directed to use a specific mode of transportation is not authorized reimbursement if the traveler does not use the directed mode.

D. Service Member Has a Prior Order. Transportation and meal tickets, or the cash equivalent of meal tickets, are furnished in connection with the prior order. Refer to Chapter 5 if the Service member is traveling between the old and new PDS. Refer to 020305, "Occasional Meals or Occasional Lodging," if a Straggler is traveling on an order directing no or limited reimbursement.

Note: Follow regulations for "Permanent Duty Travel" to determine any potential reimbursement between the old and new assignment location.

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020305. Occasional Meals or Occasional Lodging

020306. Meal Ticket Maximum Rates

020307. AEA (Instead of Per Diem)

020308. Reduced Per Diem

020309. Trip Length As It Affects Per Diem

020310. Lodging and M&IE Per Diem Calculation Rules

020311. Flat-Rate Per Diem Reimbursement during a TDY

020312. Return to Permanent Duty Station (PDS) During Long-Term TDY

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020314. Impact of the International Date Line (IDL) on Per Diem

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0205 SHIPMENT AND STORAGE OF HHG WHILE ON TDY

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0206 TRAVEL IN AND AROUND THE PDS

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CHAPTER 2: STANDARD TRAVEL AND TRANSPORTATION ALLOWANCES

0201 INTRODUCTION

Standard allowances are the core set of rules used to compensate a traveler for normal expenses incurred while in a travel status under an official travel authorization. The information in this chapter applies to all travelers, unless noted otherwise. It includes rules for traveling locally, shipping belongings, and qualifying for the three major types of standard travel and transportation allowances: transportation, per diem, and miscellaneous reimbursable expenses.

020101. Transportation Allowance

The amount of reimbursement depends upon the type of transportation authorized or approved, the type of transportation available, and the type that the traveler actually uses. Multiple transportation options are available to a traveler. The Government will consider the needs of the traveler, the purpose of travel, the cost, and other factors and then do one of the following:

A. Provide Government transportation.

B. Purchase commercial transportation on behalf of the traveler.

C. Reimburse the traveler for personally purchased transportation.

D. Reimburse the traveler for use of a privately owned vehicle (POV).

020102. Per Diem Allowance

The per diem allowance is a daily rate meant to cover living expenses. It provides the maximum amount a traveler may be reimbursed for lodging, meals, and incidental expenses. The per diem is based on the rate of the authorized stopover point or official duty location. Only one per diem applies to a calendar day. The current rates are at http://www.defensetravel.dod.mil/site/perdiem.cfm. Expenditures defined in the JTR as "incidental expenses" are reimbursed at a defined rate, as part of the per diem allowance. Incidental expenses are a separate category of reimbursement from "miscellaneous reimbursable expenses." The following list of standard incidental expenses applies to all travelers:

A. Fees and tips paid to hotel employees, porters, baggage carriers, and flight attendants for all official domestic and foreign travel.

B. Laundry, dry cleaning, and pressing of clothing only while outside the continental United States (OCONUS).

C. Tax and service charges, other than vendor surcharges for using a credit card, for any of the expenses listed in this paragraph.

D. Expenses related to lodging that are listed in the room account.

E. Transportation tips for courtesy transportation (for example, an airport shuttle).

Note: For a traveler with disabilities or special needs, see par. 020207-D for relevant Miscellaneous Reimbursable Expenses.

020103. Miscellaneous Reimbursable Expenses

Although miscellaneous reimbursable expenses are one of the three major types of standard travel and transportation allowances, they are discussed in this chapter often as part of either the transportation section or the per diem allowance section. Miscellaneous expenses that are neither transportation-related nor per diem-related may require AO authorization or approval. Section 0204, "Miscellaneous Reimbursable Expenses," identifies those miscellaneous expenses not listed in sections or paragraphs that specify transportation or lodging reimbursement.

0202 TRANSPORTATION

This section addresses transportation to, from, and around official travel locations. The AO should authorize transportation before a traveler departs. If the AO does not, then air transportation is the authorized transportation mode for TDY and transoceanic travel unless the traveler demonstrates to the AO's satisfaction that air transportation cannot meet the mission's requirements efficiently or economically. Each traveler is allowed a seat on the authorized transportation mode. While an AO does not normally direct transportation, he or she may do so for a traveler under certain circumstances. If travel changes unexpectedly, the transportation type can be approved after travel has begun if the reasons are acceptable to the AO. Travel other than by a usually traveled route must be justified for any excess cost to be Government funded.

020201. Travel Does not Use Authorized Transportation

If an AO authorizes a transportation mode for TDY travel that a traveler does not use, then the traveler is reimbursed for the transportation mode that has been used, up to the cost of the authorized mode, unless stated otherwise in the JTR.

020202. Excluded Hours

Normally, a traveler is not required to travel between the hours of 2400 and 0600 if it is not necessary for the mission. The AO must authorize or approve any rest stop. An en route rest stop may only be authorized when the flight exceeds 14 hours and travel is to or from a location OCONUS. An en route rest stop may not be authorized if the traveler is authorized first- or business-class travel. Rules and allowances for rest stops during travel are specified in Table 2-1.

Table 2-1. En route and TDY Point Rest Stops	
Is Authorized…	**Is Not Authorized…**
Rest Stops at the TDY Point	
● When the circumstances warrant, and must not be automatic. ● When the AO considers each case individually, considering both funding and mission needs.	● When the traveler is authorized first or business class travel. ● When the traveler is provided a rest stop en route instead.
Rest Stops En Route	
● To allow the traveler to start at, near, or after the end of the traveler's regularly scheduled duty hours. ● During usual rest hours and if the transportation mode does not provide adequate sleeping accommodations. ● At a location that is an intermediate point, and is near to midway in the journey as the authorized carrier schedule permits. ● For a period limited to 24 hours, plus necessary time to obtain the earliest transportation to the authorized destination. ● At a location en route at which the carrier permits free stopovers. ● When the origin or destination location is OCONUS and travel is by a usually traveled route. ● When the scheduled flight is over 14 hours by a usually traveled route. A 14-hour period includes scheduled flight time, stopovers, and plane changes. However, it does not include overnight time spent at airports.* ● When en route to the TDY site or upon return if the traveler cannot rest before returning to work. This must be in the Government's interest and is not automatic.	● For official travel for a permanent change of station (PCS), consecutive overseas tour (COT) leave, renewal agreement travel (RAT), emergency leave, Rest and Recuperation (R&R), Funded Environmental Morale Leave (FEML), and personnel evacuations. ● For personal convenience when a traveler chooses to travel by a circuitous route, causing excess travel time. ● When a traveler takes leave at a stopover location. ● For a traveler authorized first or business class accommodations. ● When the flight lasts 14 or fewer hours. ● When travel is within the CONUS. ● When the traveler is provided a rest period at the TDY point before reporting for duty.

**The flight length alone is not sufficient justification to authorize or approve an en route rest stop. 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 the travel authorization must clearly state when the TDY travel was identified and when travel reservations were made.*

020203. Transportation Types Most Advantageous to the Government

A. Preferred Transportation. In the case of TDY travel, the following transportation types are presumed most advantageous to the Government, unless the AO determines otherwise.

1. Government transportation by air for travel OCONUS is considered the most advantageous method when reasonably available to meet mission requirements.

2. When Government transportation is not directed, commercial travel by airplane, train, bus,

or ship is generally the most advantageous method of transportation and should be selected when reasonably available. Of these types, travel by airplane is usually preferable when available.

3. When travel must be by automobile, a Government automobile is most advantageous. If a Government automobile is not available, then:

a. Consider a rental car. See the Defense Travel Management Office (DTMO) rental car agreement and Defense Travel Regulation (DTR) 4500.9-R, Part 1, for instructions and guidance for rental car selection.

b. A POV is considered most advantageous to the Government only after the other transportation types have been considered.

(1) If the AO determines that using a Government automobile would be more expensive than using a POV because of unusual circumstances, then the AO may authorize reimbursement for POV use on TDY travel.

(2) A traveler's personal choice must not be the sole determining factor for authorization.

B. Determination Factors. The AO will use the following factors to determine which type of transportation is most advantageous to the Government for TDY travel:

1. Mission requirements, including trip length and transportation of baggage, tools, or equipment.

2. Availability of other transportation modes and the effect on productive time.

3. TDY location in relation to traffic conditions, routing, and weather.

4. TDY location in relation to the lodging, meal facilities, and transportation availability, other than a POV, between these points.

5. Overall cost advantage when accompanying passengers in the same POV are also under official travel orders.

6. Productive time lost due to additional travel time.

7. Efficiency, economy, or other reasons favorable to POV use to accomplish the mission expeditiously.

8. Unavailability of practicable commercial transportation.

9. Delay to mission caused by the use of an airplane, train, bus, or ship.

020204. Distance Determinations

Distances are determined by using the Defense Table of Official Distances (DTOD). It is the only official source for PCS and TDY distance information, including for personally procured moves. If a facility or location is not listed, contact the DTOD Web site. The DTOD does not apply to the following distances, which are determined by odometer readings:

A. In and around the PDS or TDY sites.

B. Between the home or office and the transportation terminal.

C. For a Service member who travels a short distance for a move within the same city.

D. For a civilian employee who transfers a short distance in accordance with par. 5566-C.

E. Round-trip travel between home and the active-duty tour site for a Reserve Component (RC) member on active duty when he or she commutes.

Note: The Department of Defense (DoD) Travel Modernization Pilot Program is exempt from using the DTOD and will use commercially available mileage software for computing mileage payments for TDY under the program (see Appendix X).

Note: For determining distances when privately owned air transportation is used, see par. 020210.

020205. Separate Legs of Travel

Travel between any two official points listed in Table 2-2 is computed as a separate leg of travel. If the trip involves more than one leg of travel, then each leg is computed separately.

Table 2-2. Travel Between Any Two Official Points

1. Actual residence	1. TDY location	1. First duty station
2. Home of record	2. Renewal agreement travel leave location	2. Last duty station
3. Primary residence	3. Permanent duty station (PDS)	3. Alternate location
4. Privately owned vehicle-storage facility	4. Passenger point of embarkation	4. Passenger point of debarkation
5. Location of last move home for a Senior Executive Service employee	5. Privately owned vehicle-unloading port or vehicle-processing center	5. Privately owned vehicle-loading port or vehicle-processing center
6. Safe haven location	6. A designated place	6. Home of selection
7. Consecutive overseas tours leave location		7. Place from which entered or called to active duty

020206. Airplane, Train, Ship, and Bus Transportation

A. Missed or Cancelled Travel Arrangements. A traveler who misses or cancels travel arrangements must notify the Travel Management Company (TMC) as soon as possible to change travel arrangements. A traveler must also notify the AO of such situations. A traveler who is stranded while on official travel because arranged transportation was involuntarily cancelled must contact the AO or supervisor for guidance concerning lodging or other arrangements. Failure to follow these procedures may make a traveler financially liable for any resulting expenses.

B. Lost or Stolen Tickets. Lost tickets must be reported to the TMC. A traveler remains financially responsible to the Government for the cost of the lost or stolen ticket, regardless of fault or negligence. A traveler is responsible for purchasing a replacement ticket, and cannot be reimbursed for the replacement ticket until the Government has received a refund for the lost or stolen ticket. If the initial ticket is recovered or turned in for refund, and the Government is repaid, reimbursement may be made to the traveler for the second ticket, limited to the cost of the first ticket. Refer to DoDFMR, Volume (Vol.) 9, for procedures on reporting stolen tickets.

C. Unused Tickets. All unused tickets, including a portion of a ticket, coupons, exchange orders, refund slips, airfare adjustment notices, and similar items and information relating to the unused transportation must be turned into the TMC.

D. Replacement Transportation. A traveler who lacks sufficient funds to purchase duplicate transportation may be furnished necessary transportation on a cost-charge basis in accordance with DoD Agency regulations (DoD Regulation 4500.9-R, "Defense Transportation Regulation," Part 1) or Service regulations.

E. Lost, Stolen, or Unused Government Transportation Request (GTR). A traveler, or other accountable person, must safeguard a GTR at all times because he or she may be held liable for any Government expenditure caused through personal negligence in safeguarding the GTR. If a GTR is lost, stolen, or unused, immediately notify the proper official, the named carrier, and other local carriers in accordance with Service or DoD Agency procedures and regulations.

F. Lost, Delayed, or Damaged Accompanied Baggage. A traveler may keep payments from commercial carriers for accompanied baggage that is lost, delayed, or damaged. However, accepting the payment may affect any potential claim against the Government for the lost baggage. A traveler who intends to file a claim against the Government for the baggage's loss, delay, or damage should speak with a Government Claims Office before accepting a carrier's compensation.

G. Frequent-Flyer Miles or Other Promotional Benefits. A traveler can keep any frequent-flyer points or miles, hotel rewards, or rental car upgrades accumulated during official travel, as long as those promotional items are available to the general public or to a class consisting of all civilian employees or Service members. If a traveler voluntarily gives up a seat on an airplane, then the traveler is responsible for any additional costs incurred, such as additional lodging or meal expenses. Also, a traveler cannot select specific flights or hotels to earn points if it will cost the Government additional money.

H. Registered or Trusted Traveler Program. Use of Government funds to obtain membership in registered or trusted traveler programs, such as Fly Clear, is statutorily prohibited (5 U.S.C. §5946 and GSA Bulletin FTR 08-05 of June 25, 2008).

I. U.S. Carriers Required. The Fly America Act requires that U.S. flag carriers be used for all commercial transportation when the Government funds the travel (49 U.S.C. §40118(d) and 55 Comp. Gen. 510. B-138941, March 31, 1981). The TMC and AO, therefore, require that travel by air and ship be on a U.S. flag carrier for every leg of a trip, unless the TMC and AO provide supporting documentation that a U.S. flag carrier is not available.

1. The Fly America Act does not mandate travel across the continental United States (CONUS) when traveling between two locations OCONUS.

2. There is no transportation reimbursement, for any leg of a trip, when an unauthorized or

unapproved non-U.S. flag air carrier service or foreign flag ship is used. If a U.S. flag air carrier service or a U.S. flag ship is available for an entire trip and the traveler uses a non-U.S. flag air carrier or foreign flag ship for any part of the trip, the transportation cost on the non-U.S. flag air carrier or the foreign flag ship is not payable (FTR §301-10.143 and 41 CFR §301.181).

3. Documentation must be provided to the traveler to support all reasons when a non-U.S. flag air carrier is used in accordance with Service regulations. The documentation should include the traveler's name, non-U.S. flag air carrier used, flight number, origin, destination and en route points, dates, justification and the authorizing or approving official's title, organization, and signature. Endorsements on the order or Government-travel-procurement document, made in accordance with Service regulations, are acceptable.

Table 2-3. Rules for U.S. Flag Carriers	
If…	**Then…**
U.S. Flag Air Carrier	
a U.S. flag air carrier is unavailable, and the carrier performs the required commercial air transportation, and its use serves the mission,	a traveler must use the available U.S. flag air carrier.
a U.S. flag air carrier is not reasonably available for the most direct point between two OCONUS locations,	use of a non-U.S. flag air carrier may be authorized or approved (GSBCA 16632-RELO, July 15, 2005).
a comparable or different kind of a non-U.S. flag air carrier costs less, or is preferred, by the Service or traveler, or considered more convenient,	a traveler must still use the available U.S flag air carrier.
the only U.S. flag air carrier available requires boarding or leaving the carrier between midnight and 6 a.m., or travel during those hours,	the U.S. flag air carrier must still be used if available. The AO may authorize or approve the traveler a brief non work period, limited to 24 hours if the destination is other than the traveler's PDS.
an indirect route is used for personal convenience and a U.S. flag carrier is available over the direct route,	a non-U.S flag air carrier may not be used.
a U.S. flag air carrier offers nonstop, direct service with no aircraft change,	a U.S. flag air carrier must be used unless such use would extend travel time including delay at origin, by 24 or more hours.
a U.S. flag air carrier does not offer nonstop or direct service between origin and destination,	a U.S. flag air carrier must be used on every flight segment in which it provides service unless, when compared to using a non-U.S. flag air carrier such use would result in one of the following: ● Increase the number of foreign location aircraft changes made by two or more. ● Extend travel time by 6 or more hours. ● Require a connect time of 4 or more hours at a foreign interchange point.*
a U.S. flag air carrier does not provide service on a particular flight segment,	a non-U.S. flag air carrier may be used, but only to the nearest interchange point on a usually traveled route to connect with a U.S. flag air carrier service.*
a U.S. flag air carrier involuntarily reroutes a	a non-U.S. flag air carrier may be used. If given

Table 2-3. Rules for U.S. Flag Carriers	
If…	**Then…**
traveler on a non-U.S. flag air carrier,	the choice to substitute service without delaying the travel, the traveler should select a U.S. flag air carrier.*(59 Comp. Gen. 223 (1980)).
the AO determines that a US flag air carrier cannot provided needed air transportation or cannot accomplish the mission,	a non-U.S. flag air carrier may be used.*
a non-U.S. Government source pays for transportation directly, or later reimburses by: ● A foreign government (for example, Foreign Military Sales funded with foreign customer cash or repayable foreign military finance credits), ● An international agency, ● Another organization,	a non-U.S flag air carrier may be used.*
transportation is paid by a non-Federal source, in accordance with the JTR, DoD 5500.07-R, or Service regulation for non-DoD Services,	a non-U.S flag air carrier may be used.*
a non-U.S flag air carrier service would be 3 hours or less, and the U.S. flag carrier use would at least double the en route travel time,	
medical reason including the need to reduce the number of connections and delays when transporting a person in need of treatment,	
first-class accommodations are the only option on a U.S. flag air carrier, and less than first-class accommodations are available on a non-U.S. flag air carrier,	
the transportation is provided under a bilateral or multilateral air agreement to which the U.S. Government and the Government of a foreign country are parties and the Department of Transportation has determined it meets the requirements of the Fly America Act,	
a traveler's safety is at risk, such as a terrorist threat against the traveler	the AO can authorize or approve a non-U.S. flag air carrier. The risk must be supported by evidence.*
the use of a U.S. flag air carrier would result in a delay to the traveler and involves more than 48 hours of additional per diem,	a non-U.S. flag air carrier can be used, if it reduces the delay (56 Comp. Gen. 216 (1977)).*
the only U.S. flag air carrier service between foreign points requires travel between midnight and 6 a.m., to include boarding and exiting the carrier, and a non-U.S. flag air carrier does not require travel at during those hours,	a non-U.S. flag air carrier may be used to the nearest interchange point on a usually traveled route to connect with a U.S. flag air carrier.

Table 2-3. Rules for U.S. Flag Carriers	
If…	**Then…**
U.S. Flag Ship	
a U.S. flag ship cannot provide the transportation service required,	transportation may be obtained aboard a foreign flag ship.* (B-190575, May 1, 1978).
a U. S. flag ship would seriously interfere with or prevent the performance of official business,	the AO may authorize or approve the use of a foreign flag ship.*
a U. S. flag ship is not available,	the transportation or other appropriate officer may authorize or approve use of a foreign flag ship.*
the request for foreign flag ship is for inconvenience in securing transportation on a U.S. flag ship, short delays in awaiting transportation, arranging circuitous routes for traveler convenience, or similar reasons	a foreign flag ship may not be authorized or approved.*

Note: When using code share flights involving non-U.S. flag air carrier, the U.S. flag air carrier flight number must be used on the ticket for the travel to qualify as having been on a U.S. flag air carrier. If the non-U.S flag air carrier flight number is placed on the ticket then a non-availability document is needed.

Note: 49 USC §40118(d) permits the Secretary of State and the Administrator of the Agency for International Development to authorize their employees to travel by non-U.S. flag air carriers between two places in foreign areas even if U.S. flag air carriers are available. This authority does not apply to Service members, civilian employees, or any of their dependents.

J. Class of Service Used in Transportation. A traveler must use economy or coach accommodations on an airplane, train, or ship. However, the order-issuing AO may authorize travel on transportation that offers only premium-class service, such as Acela.

1. Table 2-4 identifies other conditions under which a traveler can upgrade transportation accommodations. A traveler experiencing extenuating or emergency circumstances may seek approval for an upgraded class of service after the fact. All other travelers must submit their requests in advance for accommodations at a higher class of service than economy or coach.

2. Table 2-5 identifies who can authorize or approve premium-class accommodations. Only a person senior to the traveler may authorize or approve an upgraded class of service.

3. The flight length alone is insufficient justification to authorize or approve business-class travel. The AO must first consider using economy or coach-class fare and scheduling the traveler to arrive the day before TDY begins to allow appropriate rest. The second choice is to use economy or coach-class fare and arrange a rest stop, preferably at a no-cost point allowed by the airline with the traveler scheduled to arrive on the day TDY starts. The last option is to use business-class accommodations with a scheduled arrival on the day TDY starts.

4. Travel authorization for upgraded accommodations must be retained in accordance with Records Management procedures.

5. A travel authorization must include:

a. The cost difference between economy or coach class and the upgraded ticket (see

Appendix H, par. B).

b. The paragraph number in the JTR for the conditions that justify the change in class of service.

c. A statement that the traveler is responsible for the cost difference between the transportation class for which the traveler was eligible and the cost of an upgraded class of service purchased if the accommodations are not approved after the fact.

Table 2-4. Travelers Changing Class of Service

If…	Then…
Approved to use non-U.S. flag carrier and economy or coach accommodations do not meet adequate sanitation or health standards,	the traveler should request the AO to upgrade the class of service.
other transportation accommodations are not available and the AO identified in Table 2-5 determines that a premium-class upgrade or extra train fares are necessary for the mission after considering the TDY location, cost, and travel time,	the AO may authorize or approve travelers to book first- or business-class airfare and extra train fares.
the traveler's or Service's needs require use of accommodations that do not meet minimum standards,	the traveler may voluntarily accept or use these accommodations and the Government may furnish them. The Government cannot direct the traveler to accept inadequate accommodations.
accommodations that are usually more costly, such as business or first class, are offered at a lesser rate than economy or coach,	the traveler may use the upgraded accommodations without obtaining special approval or authorization.
the AO determines the added cost of premium-class seating is necessary because less costly accommodations are inadequate for a traveler with a documented medical or special need,	a traveler may book economy plus or coach elite airfare seating and the AO may also authorize airfare for an attendant required to accompany the traveler en route (see par. 020206-K).
Government property or a traveler would be endangered using less costly accommodations,	more costly transportation at Government expense may be authorized or approved.
a protective detail accompanies a traveler who is authorized more costly accommodations,	
a courier or control officer accompanies a controlled pouch or package when accommodations with adequate security are not available at a lower cost,	
lower class accommodations are not reasonably available for departure within 24 hours of the traveler's proposed arrival or departure times, or do not allow the traveler to arrive or depart in time to report for duty when scheduled,	the AO must justify putting business- or first-class transportation in the travel authorization by stating all of the following: ● When the TDY travel was identified. ● When travel reservations were made. ● The cost difference between economy or coach transportation and the business- or first-class transportation selected.
a flight is scheduled to last longer than 14 hours during TDY and the origin or destination is OCONUS, the mission is so unexpected and urgent that it cannot be delayed or postponed, and a rest period cannot be scheduled en route or at the TDY site before starting work,	

Table 2-4. Travelers Changing Class of Service	
If…	**Then…**
the following personnel are required for the mission: ● Federal advisory committee members; ● Special high-level invited guests; and ● U.S. Armed Forces attachés accompanying foreign government minister traveling to the United States to consult with U.S. Federal Government officials.	the traveler may use business class if it is available and first class if not. This is not applicable to NOAA.
a non-Federal source pays for business-class transportation in advance,	the travel authorization must state that the transportation has been paid by a non-Federal source. Refer to DoD 5500.7-R and Service issuances.
a non-Federal source pays for first-class transportation in advance, and at least one of the other circumstances in this table for first-class travel is also met,	
using business class results in overall savings to the Government by eliminating overtime, additional subsistence costs, or lost productivity time,	a cost comparison must be stated on the travel authorization.
foreign-government personnel are traveling in the Government's interest and the traveler's country has regulations, a memorandum of understanding, a memorandum of agreement, or a status of forces agreement that requires business or first-class accommodations,	the traveler is authorized business- or first-class transportation.
an en route stopover is an overnight stay and an en route rest stop is authorized or an overnight rest period occurs at the TDY location before beginning work,	business class is not allowed.

K. Medical or Special Needs. Any accommodation for a medical or special need requires that a medical authority provides a written certification of the medical condition or special need. An AO should also consider physical characteristics when determining the class of travel and the options for accommodating those special needs. Consider other travel options, such as purchasing two coach seats or reserving a bulkhead seat with extra leg room, before recommending first-class travel. If the traveler requires an attendant or escort, see Chapter 3, Part D, for criteria to authorize or approve premium-class airfare for the attendant. Authority to use upgraded accommodations is limited to the disabled or special needs traveler and their attendant, and does not permit the rest of the family to travel on a class of service other than economy or coach. A medical authority must recertify the traveler's medical condition or special need in writing:

1. Every six months for a temporary condition.

2. Every two years for a lifelong condition.

Table 2-5. Other than Economy or Coach Class Authority		
Agencies	**First Class**	**Business Class**
OSD and Defense Agencies	Administration and Management Director.*	Administration and Management Director. May be delegated no lower than a three-star or civilian-equivalent level.
Joint Staff	Joint Staff Director, or as delegated. Re-delegation may be no lower than a three-star major commander.	Joint Staff Director, or as delegated. May be delegated no lower than a two-star or civilian-equivalent level.
CCMD	Combatant Commanders (CCDR), or as delegated. Re-delegation may be no lower than the Command's three-star deputy or vice commander.	CCDR, or as delegated. May be delegated no lower than a two-star or civilian equivalent level.
Military Departments	Secretary may delegate to Under Secretary, Service Chiefs, Vice or Deputy Chiefs, and four-star major commanders or their three-star vice or deputy commanders.*	Secretary may delegate to Under Secretary, Service Chiefs, Vice or Deputy Chiefs, four-star major commanders, three-star deputy or vice commanders, or two-star or civilian-equivalent level.*
U.S. Public Health Service (USPHS) Members Only	Secretary of Health and Human Services.*	Flag officers at the two-star level or their civilian equivalents, to whom authority has been delegated by the first-class authorizing or approving authority*
National Oceanographic and Atmospheric Association (NOAA) Corps Members Only	NOAA Corps Director.*	
U.S. Coast Guard Members Only	Secretary of Homeland Security.*	Coast Guard Commandant or Vice Commandant.*

**No further delegation.*

L. Not Authorized. Unless authorized or approved for medical reasons or physical handicap in accordance with the par. 020206-K upgraded accommodations are not authorized for the types of travel listed in Table 2-6.

Table 2-6. Travel Not Authorized for Upgraded Accommodations		
Leave Travel	**Evacuations**	**Permanent Travel**
• Emergency leave • R&R • FEML • Emergency visitation travel	• Personnel evacuations • Family visitation travel	• PCS • COT • RAT

M. Commercial Air Transportation. Commercial airplane is the preferred mode for official travel more than 400 miles one way or more than 800 miles round trip.

1. General Services Administration (GSA) City Pair Program Fares

a. The GSA City Pair Program is a contract between the Government and certain airlines for routes frequently traveled for Government business. The program requires a traveler to use these

routes when they are available. City Pair Program fares are for official travel only and cannot be used for travel to or from leave points or for any portion of a route traveled for personal convenience. City Pair Program flights are identified by the fare basis codes of either "YCA" or "-CA."

(1) YCA refers to a contracted, unrestricted coach-class fare that includes the benefit of last-seat availability. As long as a seat is available on the airplane, the Government traveler may purchase the seat at the YCA airfare.

(2) -CA refers to a contracted, unrestricted coach-class fare that is capacity controlled. Only a certain number of seats are available on a given flight at the -CA rate. A -CA airfare should be used when available and only the YCA should be used for cost comparison.

b. A command cannot permit a TMC to purchase YCA airfare when a -CA airfare is available and the AO determines that a -CA airfare meets the mission's needs. The basis for the policy constructed airfare is still the YCA airfare.

c. When a City Pair Program fare is *not* available, the lowest-cost economy or coach unrestricted fare should be used. For details on the City Pair Program, see Appendix P.

2. Restricted Airfares. The AO may authorize or approve restricted airfares when they are offered to the general public and if trip cancellation would not impose significant costs. When a City Pair Program fare is available, the AO must use the "Restricted Fares Checklist," located in Appendix H, par. G, when considering the approval of restricted airfares. Restricted airfares cannot be applied in a blanket fashion, but can be considered for each trip on an individual basis. For City Pair Program routes, if the contract carrier offers a lower fare, the traveler must use that airline's restricted fare before selecting another airline's restricted economy or coach airfare. The AO must consider that if a restricted fare is authorized and then later cancelled or changed for official reasons and not for the personal convenience of the traveler, the Government is responsible for any excess costs.

Note: When a restricted airline ticket is changed or cancelled, any remaining value may only be used for future official travel. Under no circumstances may the traveler pay any penalty and then use the ticket or partial credit for personal travel.

3. Involuntarily Denied Flight Boarding. A traveler who is involuntarily denied boarding on a flight must contact the TMC to book a new flight if a subsequent flight cannot be provided without additional cost to the Government. Any compensation for the denied seat belongs to the Government (59 Comp. Gen. 203 (1980)). The traveler must request that the carrier show the "Treasurer of the United States" as payee on the compensation check, in accordance with DoDFMR, Vol. 9.

Table 2-7. Transportation Allowances for Commercial Air Travel

If…	Then…
no written policy specifies which airport to use and multiple airports in the same area are available for use,	the traveler may select which airport to use. A traveler can only be required to use a non-servicing airport when the command or installation has a written policy that requires using it because it is economical.
local written policies do not permit a traveler to select which of multiple airports in the same area to use,	the traveler must follow the local written policy in selecting an airport.
a traveler is unable to travel by air due to a	the AO may authorize an alternate type of

Table 2-7. Transportation Allowances for Commercial Air Travel	
If…	**Then…**
medical condition or genuine fear of flying that would result in a serious physical or psychological reaction,	transportation after receiving a medical authority's written certification that the condition or fear prevents travel by air.
a traveler must change airlines to get to a destination and one or both airlines do not interline baggage,	the traveler can use a different airline, even if it is more expensive, unless he or she is booked on an AMC Patriot Express flight. Regardless of the airline, the traveler must follow the Fly America Act.

N. Train, Ship, or Bus Transportation. For trains and buses, use the discount fares offered to the Government when the transportation meets mission requirements. Travel by ship may be authorized or approved under the following circumstances (OMB Bulletin 93-11, April 19, 1993):

1. The travel can be completed only by ship.

2. The travel is performed more economically or efficiently by ship.

3. The travel is for medical reasons.

4. The travel is for security reasons.

5. The Secretarial Process authorizes or approves the travel as being advantageous to the Government for travel OCONUS.

020207. Reimbursement for Commercial Transportation

A. Commercial Air, Train, Ship, or Bus Transportation. A traveler is reimbursed the authorized or approved transportation cost, which includes the fare and the TMC fee. If a traveler uses Government-procured transportation for part of a leg of travel, reimbursement to a traveler must be reduced by the cost of the Government-procured transportation. However, advanced seat assignment and additional-fee seating is a personal choice. Any fee incurred for changing the seat assignment is not reimbursed unless it is in the Government's interest, such as would be the case for an eligible traveler with a medical or special need.

B. Transoceanic Ship Travel. Reimbursement for a traveler who uses unauthorized or unapproved transoceanic ship travel is limited to the policy-constructed cost. The "policy-constructed cost" is the sum of the transportation cost and the TMC fee that the Government would have incurred if travel had been performed using the authorized transportation type.

C. Miscellaneous Reimbursable Expenses Associated with Commercial Air, Train, Ship, or Bus. Commercial air, train, ship, or bus reimbursable transportation expenses consist of:

1. Fees for the first checked bag. Any additional cost because of size or weight must be authorized or approved.

2. Excess accompanied baggage when it is authorized or approved. To be authorized or approved, the contents of the baggage must be required for the traveler's official duty and must not be available at the TDY location. Refer to Chapter 5 for allowances related to unaccompanied baggage.

3. Accompanied baggage that goes to the original destination on an unused portion of a ticket after the traveler prematurely leaves the carrier if the traveler provides a full explanation of facts that is acceptable to the Transportation Officer or AO.

4. Expedited return to the travel origination point of accompanied baggage from which a Service member or civilian employee has become separated during a troop movement, when authorized or approved in accordance with Service regulations.

5. The extra cost of a paper ticket add-on fee when authorized or approved as necessary and documented, such as an airline work stoppage.

6. One-way mileage, at the TDY mileage rate, from home or place of duty to a transportation terminal for each way, or round-trip mileage if being dropped off or picked up, when a traveler uses a POV.

7. Ground transportation between interim terminals when traveling on official business.

D. Miscellaneous Reimbursable Expenses for Travelers with Medical or Special Needs. A traveler with medical or special needs may receive reimbursement for the following additional transportation-related miscellaneous costs:

1. Specialized services provided by a commercial carrier that are necessary to accommodate the traveler's disability or special need, such as specialized transportation to, from, or at a TDY location.

2. The cost of renting or transporting specialized equipment, such as a wheelchair, needed in transit or at the TDY location.

3. Baggage check-in fee at curbside.

4. Baggage handling tips for a traveler with a disability.

E. Reimbursement When a TMC Is Available but Not Used. When a TMC is available but not used by a traveler, reimbursement for transportation costs is limited to the amount that the Government would have paid if the arrangements had been made directly through a TMC. Transaction fees are not reimbursable, as it should be extremely rare that a TMC is not available.

F. Reimbursement When a TMC Is Not Available. When the AO certifies that a TMC is not available to arrange the required official transportation, the traveler receives reimbursement for the actual authorized or approved transportation costs, including the transaction fee. The total transportation reimbursement must not exceed the policy-constructed fare that meets mission requirements.

020208. Reimbursement for Government Transportation

A. Reimbursement for Government Plane, Ship, or Bus. An AO may direct a traveler to use Government transportation, such as a plane, ship, or bus. When a traveler does not use the directed mode, reimbursement is not allowed. A traveler is not ordinarily charged for baggage expenses when using Government transportation. The AO must authorize or approve any charges for excess accompanied baggage.

B. Government Automobile. An AO may direct a traveler to use a Government automobile

when taking an airplane, train, bus, or ship is not advantageous to the Government. In these cases, the traveler must use a Government automobile, if one is available. If an AO determines a Government automobile would be more expensive than a POV, then the AO may authorize a POV. See Table 2-9 for information about the circumstances under which a Government automobile is directed but a POV is used instead.

Note: A Government automobile is limited to official purposes, including transportation to and from duty sites, lodgings, dining facilities, drugstores, barber shops, places of worship, cleaning establishments, and similar places required for the traveler's subsistence, health, or comfort.

C. Reimbursement for Use of a Government Automobile. A traveler using a Government automobile may receive reimbursement for:

1. Gas and oil.

2. Ferry fares, storage fees, guard fees, and repairs.

3. Bridge, road, or tunnel tolls.

4. Parking fees when the AO authorizes or approves them.

5. Insurance to cover liability for damage, personal injury, or death to third parties when traveling in foreign locations where law requires the insurance coverage.

6. The cost of an international driver's license, including the cost of photos, when mission essential.

020209. Rental Vehicle

A. Obtaining Authorization. An AO must authorize or approve use of a rental vehicle. A traveler must obtain a rental vehicle through an electronic system when it is available or through the TMC if it is not available. TMC use is not mandatory when renting an airplane or bus (CBCA 2956-TRAV, January 31, 2013). A compact vehicle is the standard size for official travel, but the AO may authorize or approve a larger vehicle for the following reasons:

1. Medical disability or other special need.

2. Mission requirements.

3. Cost is the same or less for a non-compact vehicle.

4. Multiple travelers are authorized to travel in the same rental vehicle.

5. Government material for official business requires more space.

6. Safety, such as driving during severe weather or on rough or difficult terrain.

B. Reimbursement for Use of a Rental Vehicle. A traveler is reimbursed the cost of the authorized or approved rental vehicle. This includes the related taxes and local assessments added into the rental agreement. Fees associated with rental car loyalty points and the transfer of points are not

reimbursed.

C. Reimbursement for Rental Vehicle Insurance. The Government is self-insured. A traveler should verify that a rental vehicle is part of the U.S. Government Rental Car Agreement, which provides full insurance coverage. The traveler is reimbursed optional insurance on a rental only when traveling in foreign areas where insurance is required by law or when traveling for certain classified special operations in the CONUS or non-foreign areas OCONUS. For these classified special operations, the AO must specifically approve the insurance reimbursement.

Table 2-8. Rental Vehicle Expenses

If…	Then…
a traveler does not obtain the rental vehicle through a TMC,	reimbursement is limited to what the rental vehicle would have cost if it had been obtained through a TMC.
the AO did not authorize or approve the rental vehicle for en route travel to or from the TDY location,	the traveler may be reimbursed the TDY mileage rate as if traveling by POV. The TDY mileage-rate reimbursement is limited to the mode of transportation authorized.
multiple travelers go to one location,	only the traveler booking the rental vehicle may claim expenses associated with its use.
a traveler cannot refuel completely before returning the vehicle because of safety issues or the location of the closest fueling station,	the rental vehicle company's charges to refuel the vehicle may be approved for reimbursement.
a daily administrative fee is charged due to the U.S. Government Rental Car Agreement, which includes a Government administrative rate supplement (GARS),	the traveler may receive reimbursement for the daily administrative fee.
the mission requires an international driver's license,	the traveler may be reimbursed the cost of obtaining it, including the cost of the photos.
a breathalyzer is required in a foreign country and the traveler returns it unused,	the breathalyzer fee is reimbursable.
a breathalyzer is required in a foreign country and it is used,	the breathalyzer fee is reimbursable if a foreign authority directed the driver to use it and the device shows that the driver was not impaired.
	the breathalyzer fee is not reimbursable if the breathalyzer was used for personal convenience or while not on official travel, or if a foreign authority directed the driver to use it and the device showed the driver was impaired.
non-standard equipment, such as snow tires, is necessary,	fees for the upgrade are reimbursable if the equipment is part of the rental agreement. However, equipment purchased separately from the rental vehicle agreement is not reimbursable.
the AO determines that use of a one-way rental is advantageous to the Government,	the drop-off fee may be reimbursed.
the AO determines that a rental vehicle dropped off at an alternate location is advantageous to the Government,	
the AO authorizes or approves a global-positioning system,	the traveler may receive reimbursement.

Table 2-8. Rental Vehicle Expenses	
If…	**Then…**
a traveler incurs gas or oil expenses,	the traveler may receive reimbursement. **Note**: Prepaid fueling is not authorized.
the AO authorizes or approves ferry fares; bridge, road, and tunnel tolls; and parking fees,	the traveler may receive reimbursement.
the AO authorizes or approves use of a toll-collection transponder when necessary for official use,	
the traveler pays for access fees, for example, additional fees for access to an airport location,	

D. Reimbursement for Rental Vehicle Damage. A DoD traveler may be reimbursed for personal funds paid to a rental car company for rental vehicle damage sustained in the performance of official business if the claim is adjudicated payable. Refer to DoDFMR, Vol. 9, Chapter 4; DoDFMR, Vol. 10, Chapter 12; and the Guidebook for Miscellaneous Payment for information on how to request reimbursement.

1. The Government may make direct payment to the rental car company, instead of the traveler, if appropriate. Requests for payment must be accompanied by supporting documentation, ordinarily statements, itemized bills, and an accident report (see DoDFMR, Vol. 9, for details). A DoD traveler may file accident reports at the DTMO Web site if the damaged vehicle is covered under the DTMO rental car agreement.

2. A non-DoD traveler who rents a vehicle pursuant to a valid DoD-funded travel authorization must follow written Service or DoD Component guidance in documenting and filing a claim for vehicle damage.

Note: See DTMO rental car agreement, and DTR, 4500.9-R, Part 1 for further instructions and guidance for the rental vehicle selection.

020210. Privately Owned Vehicles (POV)

A traveler cannot be directed to use a POV for official travel or be a passenger in another TDY traveler's POV(53 Comp. Gen 67 (1973)). If a traveler chooses to use a POV, then the amount of the potential reimbursement depends on whether using the vehicle is more advantageous to the Government than other modes of transportation. If using a POV is not advantageous to the Government, then no miscellaneous reimbursable expenses associated with driving a POV are reimbursed. Mileage rates are listed at https://www.defensetravel.dod.mil/site/otherratesMile.cfm. When computing TDY mileage reimbursement, do not round the result to the nearest dollar.

Note: Charges related to repairs, depreciation, maintenance, towing, and other similar expenses for a POV are not reimbursable through the travel voucher process. Uniformed Service members may seek reimbursement by following procedures in DoDI 1340.21, "Procedures for Settling Personnel and General Claims and Processing Advance Decision Requests." Civilian employees may seek reimbursement by using Service procedures and referencing the Personnel Claims Act (31 U.S.C. § 3721).

Table 2-9. General Rules when Using a POV	
If…	**Then…**
a TDY traveler picks up or drops off other official passengers at home,	the traveler claiming the mileage may claim reimbursement for the extra distance based on odometer readings or other acceptable evidence.
a traveler is directed to use a Government automobile with other travelers, but instead uses a POV,	mileage reimbursement is not authorized if the Government automobile makes the trip.
a traveler uses a POV instead of an authorized (but not directed) and available Government vehicle,	the traveler is limited to reimbursement at a POV other mileage rate for the official distance. Reimbursable expenses associated with driving a POV and incurred during travel between the PDS and a TDY location are not authorized.

A. Reimbursement for Privately Owned Automobiles or Motorcycles. The TDY mileage rate is different for automobiles, motorcycles, and airplanes. A self-propelled mobile home is paid at the automobile mileage rate.

Table 2-10. Reimbursement for Privately Owned Automobiles and Motorcycles	
If…	**Then…**
the official distance between authorized locations—as determined by the DTOD or from appropriate distances (non DoD Services)—is 400 miles or less one way or 800 miles or less round trip,	use of a private automobile or motorcycle is considered advantageous to the Government. The traveler is reimbursed the appropriate cents per mile for the DTOD distance between official points. No cost comparison is required.*
the official distance between authorized locations (as determined by the DTOD) is greater than 400 miles one way, or greater than 800 miles round trip,	the AO may authorize or approve the use of a private automobile or motorcycle on a case-by-case basis in accordance with guidance if advantageous to the Government.
a traveler uses a POV instead of the authorized transportation type (other than a Government automobile),	reimbursement is limited to the constructed cost of the authorized transportation type. Miscellaneous reimbursable expenses associated with driving a POV and incurred during travel, such as parking and tolls, are not authorized for reimbursement.
an official traveler is a passenger in an automobile or on a motorcycle,	the passenger is not authorized reimbursement for transportation, but may receive per diem.

B. Reimbursement for Privately Owned Airplanes. A traveler is reimbursed mileage based on aeronautical charts when an AO determines that using a privately owned airplane is more advantageous to the Government than using other transportation modes.

1. If a traveler cannot determine the distance by aeronautical charts, then he or she must determine it by multiplying the flight time by the aircraft's cruising speed. Additionally, the traveler may receive reimbursement for landing, parking, and tie-down fees.

2. If a traveler uses an airplane provided by an Aero Club, then allowable expenses include:

a. The hourly fee imposed by the Aero Club.

b. Fuel charges if not reimbursable by the Aero Club.

c. Landing and tie-down fees (includes the hangar in severe weather) charged at en route and destination airports.

C. Reimbursement for Privately Owned Boat and Helicopter. When a privately owned boat or helicopter, but not a privately owned plane, is used to the Government's advantage, reimbursement is for actual operating costs rather than TDY mileage. Reimbursable costs are limited to:

1. Fuel.

2. Oil.

3. Aircraft parking.

4. Landing and tie-down fees.

5. Boat docking fees.

Note: To convert kilometers to statute miles, multiply the number of kilometers by 0.62. To convert nautical miles to statute miles, multiply the nautical distance times 1.15077945.

D. Requests for POV Expense Reimbursement (Uniformed Member Only). When it is to the Government's advantage, the AO may authorize or approve reimbursing actual travel costs instead of mileage when all of the following three circumstances are met:

1. The Service member requests it.

2. The request is justified due to unusual circumstances and documents the circumstances.

3. POV mileage reimbursement would be a financial hardship for the Service member (Comp. Gen. B-185733, September 1, 1976).

E. Limits to Actual Expense Reimbursement for Travel by POVs (Uniformed Member Only). Actual expense reimbursement is limited to:

1. Automobile or motorcycle: fuel, oil, parking fees, ferry fares; road, bridge, and tunnel tolls; winter plug-ins; and trip insurance for travel in foreign countries.

2. Airplane: fuel, oil, parking fees, tie-down fees, and hanger fees.

3. Boat: fuel, oil, and docking fees.

F. Cost Comparisons Between Use of a POV and Other Modes of Transportation—Computation and Calculation Rules. When a traveler uses a POV instead of an authorized type of transportation, a cost comparison is done to determine reimbursement. The POV allowances are compared to the constructed cost of the authorized transportation type and the lesser of the two amounts is reimbursed. The constructed cost is the sum of the transportation, the TMC fee, and the per diem that the Government would have incurred if travel had been performed by means of the authorized type. No other costs, such

as taxi fare or parking, are included in the comparison.

Table 2-11. Cost Comparison Rules for Using a POV	
If…	**Then…**
Vehicle v. Rental Car	
air, train, bus, or Government-provided transportation is not provided or available,	reimbursement is limited to the cost of the lowest rental service and the associated Other Miscellaneous Reimbursable Expenses.
the AO determines that a rental car is more economical, but the traveler uses a POV,	
Vehicle v. Bus	
neither air nor rail transportation is provided,	mileage reimbursement is limited to what bus transportation would have cost.
Vehicle v. Commercial Airplane	
a traveler is authorized to use a commercial airplane and uses a POV instead,	the traveler is allowed the TDY mileage rate plus per diem for the official distance, limited to the policy-constructed cost for air transportation. When the distance is 400 miles one way or 800 miles or less round trip, a traveler is allowed the applicable TDY mileage rate for the ordered distance.
the policy-constructed airfare includes an airfare available through the GSA City Pair Program,	a -CA GSA City Pair Program airfare is not used when creating a policy-constructed airfare for comparison purposes.
the policy-constructed airfare turns out to be, or to include, a GSA City Pair Program airfare and both a YCA and a -CA airfare are available,	the YCA airfare is used for cost comparison.
an individual traveling at Government expense rides in the same privately owned automobile as the traveler claiming mileage,	the constructed transportation cost reimbursed to the traveler claiming the mileage includes the policy-constructed transportation cost of the passenger.
Vehicle v. Train	
air accommodations are not provided between origin and destination points,	mileage reimbursement is limited to the constructed cost of coach train accommodations for the travel performed.
an administrative determination is made that rail transportation is more economical than the commercial air accommodations provided between the city and airport,	the constructed cost comparison also may be made with rail transportation, including related per diem.
extra fare service has been authorized as being to the Government's advantage,	the constructed cost comparison may be limited to a maximum of the cost of extra fare service.
Aero Club Aircraft v. Commercial Air	
the use of an Aero Club aircraft is authorized or approved, and two or more official travelers are authorized to travel together,	reimbursement to the pilot is for the actual necessary expenses, limited to the Government's transportation cost, for the pilot and accompanying travelers.

G. Reimbursement for Mixed-Mode Travel When POV Is Involved. When an individual travels partly by POV and partly by commercial modes between any two points listed as separate legs of the trip (see par. 020205), the travel is "mixed mode." Reimbursement depends upon whether or not use of the POV was more advantageous to the Government.

Table 2-12. Mixed-Mode Allowances and Reimbursements	
If…	**Then…**
Allowances	
an individual travels partly by POV and partly by airplane, train, bus, or rental car for a leg of the trip,	the allowances are a combination of the following: ● TDY mileage for the distance traveled by POV. ● The airplane, train, bus, or rental car transportation cost. ● Per diem for the actual en route travel. Reimbursement for these allowances is based on whether or not a POV is advantageous to the Government.
Determining Reimbursement	
POV use is more advantageous to the Government,	reimbursement is all of the above allowances, limited to the TDY mileage for the official distance, plus the associated per diem.
POV use is not to the Government's advantage,	reimbursement is limited to the constructed cost of the authorized mode of transportation for the entire leg of the journey, plus the associated per diem.

H. Effect on Reimbursement If Order Is Cancelled While Traveler Is En Route to, At, or Returning from a TDY Location. If a TDY order is cancelled while the traveler is en route to the TDY location, then round-trip standard travel and transportation allowances are authorized between the PDS location or residence and the point at which the cancellation notification was received (includes a leave point) and the PDS. Allowances are limited to the cost of the round-trip travel distance between the PDS and the TDY location (see CBCA 2463-TRAV dated November 11, 2011, and B-129607, dated November 21, 1956).

I. Miscellaneous Reimbursable Expenses. If using a POV is more advantageous to the Government, in addition to a TDY mileage allowance, a traveler may be reimbursed for the following:

1. Ferry fares.

2. Bridge, road, and tunnel tolls.

3. Parking fees in connection with official travel.

4. Cost of obtaining an international driver's license when the mission requires one, including the cost of the photos.

020211. Car Ferry Transportation

Only a passenger automobile, light truck, or similar vehicle used primarily for personal transportation, regardless of size, is eligible for car ferry allowances. A traveler who is authorized to use a car ferry must use a U.S. flag ferry, when available. The English Channel tunnel ("Chunnel") is considered a ferry only for computation purposes.

A. Reimbursement for Car Ferry Transportation. The AO may authorize reimbursement for car

ferry transportation. A traveler may be reimbursed for personal transportation costs, limited to the cost of Government-procured ferry transportation. Reimbursement includes any costs associated with the vehicle's movement on the car ferry. The AO may also authorize TDY mileage for the official distance (based on the DTOD) from both:

1. The PDS location to the car ferry's port of embarkation and the car ferry's port of debarkation to the traveler's TDY location.

2. The TDY location back to the PDS location, again taking into account the ports of embarkation and debarkation.

B. Excess Costs. If the Government pays for transporting a POV on an oceangoing car ferry and that transportation results in excess costs, the Government will bear those costs and will not collect the excess costs from the traveler.

020212. Travel in and around the TDY Location

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

1. Lodging and duty site.

2. Duty sites.

3. Lodging or duty site and dining facility.

B. Transportation Modes. The AO may authorize or approve the most economical transportation mode at the TDY location that meets the mission requirements. The transportation mode must be specified in the travel order if it is authorized before travel begins.

1. When authorized or approved, a traveler using commercial transportation may receive reimbursement for local public transit system fares, taxi fares, or rental vehicle costs when using a rental vehicle is more advantageous to the Government.

2. When a POV is authorized or approved, mileage is reimbursed at the TDY rate listed in par. 020210.

C. Meals or Lodging Unavailable at Duty Site

1. The AO may authorize reimbursement to a traveler for:

a. Daily round trips between lodging and duty site when suitable lodging is not available at the duty site.

b. Trips to dining establishments when suitable dining establishments are not available near the lodging or duty site.

2. The traveler must furnish a statement that Government transportation was not available or, if available, was not suitable for the travel involved.

020213. Ground Transportation

A. Ground Transportation to Terminals and Rental Car Facilities. A traveler should always use Government or courtesy transportation to terminals and rental car facilities, if available. Travelers may use:

1. Taxis or limousines.
2. Buses.
3. Streetcars.
4. POVs.
5. Rental vehicles when authorized or approved.
6. Subways or other public transportation.

B. Transportation Network Companies. Although travelers may use this transportation mode, as defined in Appendix A, cancellation fees and penalties charged by these companies are not reimbursable expenses.

Table 2-13. Reimbursement for Ground Transportation to Terminals and Rental Car Facilities

If…	Then…
a traveler uses a POV and the TDY requires at least one night's lodging,	the traveler may be reimbursed TDY mileage for travel from the residence to the PDS on the TDY departure day, and from the PDS to the residence on the TDY return day.
a traveler claims any mandatory or customary transportation tips for a taxi or limousine service,	he or she may include up to 20 percent of the fare—the maximum allowed amount for a tip—as part of the total fare amount claimed. The tip is not separately reimbursable.
a traveler uses a POV to or from home or place of duty to a transportation terminal,	he or she may be reimbursed for one-way mileage for each way at the TDY mileage rate.
a traveler uses Government transportation or a POV to take the most direct route,	the AO may allow ferry fares, and road, bridge, and tunnel tolls.
a traveler is dropped off or picked up in a POV when traveling to or from home or the place of duty and taken to a transportation terminal,	he or she may be reimbursed for a round trip at the TDY mileage rate. The traveler must certify he or she incurred operating expenses if a person other than a family member drives.
a traveler parks at a terminal,	he or she may be reimbursed actual expense up to the cost of two one-way taxi fares. The AO may waive this limitation for Service members when the TDY is longer than initially planned.
a rental vehicle is used to and from transportation terminals at the PDS or TDY location, or between carrier terminals, when authorized as more advantageous to the Government,	the standard list of expenses for a rental vehicle allowance plus transportation to and from the rental car agency may be reimbursed.

0203 PER DIEM ALLOWANCE AND OTHER COMPUTATION RULES

Per diem allowance rates are based on the TDY location, stopover point, or other authorized official duty points, but not on the lodging location. Ordinarily, per diem is based on a traveler's TDY location at 2400 hours (midnight). If a traveler obtains lodging outside the area covered by the locality rate for the TDY location because of personal preference or convenience, then per diem is limited to the maximum rate prescribed for the TDY location.

020301. Daily Allowances

The Government pays per diem on a daily basis—for whole days—using rates published at http://www.defensetravel.dod.mil/site/perdiem.cfm. This does not include PDS departure and return days. The calculation of per diem allowances for each travel day is based on the actual amount paid for lodging, limited to the lodging portion of the locality per diem rate, plus the applicable meal rate and incidental expense (M&IE) rate, unless otherwise stated in the JTR. The total should not exceed the applicable maximum per diem rate for the TDY location. If the U.S. Government furnishes meals and lodging at no cost to the traveler, then the total value of the meals and lodging plus the incidental expense rate is limited to the maximum locality per diem rate.

020302. Allowable Travel Time As It Affects Per Diem

The AO determines the allowable travel time by the official distance, the type of transportation authorized, and the transportation used. However, if the actual travel time is less than the allowable travel time, then the AO approves per diem only for the actual days traveled. All time that is not official travel time must be accounted for in accordance with appropriate personnel regulations.

A. POV, Government Automobile, or Rental Vehicle. When travel is authorized as advantageous by POV, Government automobile, or a rental vehicle, one day of travel is authorized for every 400 miles, per Table 2-10. Refer to Chapter 5 for the allowable travel time while on PCS travel. Additional travel time may be authorized or approved when the actual time exceeds the authorized time for reasons beyond a traveler's control, for example, for Acts of God. Per diem is payable for any days of additional travel time that are authorized under such circumstances.

B. En Route Per Diem. A traveler's en route per diem is limited to the lesser of the actual time used or the time allowed for the authorized mode of transportation. "En route per diem" is the per diem received between travel points excluding per diem while at the TDY or leave location.

C. Airplane, Train, or Bus. When a traveler receives authorization to travel by commercial air, the maximum time allowed in the CONUS and within areas OCONUS is one day. When the Government purchases commercial air, train, or bus transportation, per diem is allowed for the actual time needed to travel over the direct route including necessary delays. For travel by commercial train, the scheduled departure and arrival dates are used. A traveler who elects to travel by a transportation mode other than the one authorized is limited to the actual time used, not to exceed the allowed travel time for the mode of transportation authorized.

Note: When the authorized transportation mode is not used, the AO considers the traveler's required check-in time, travel time from home or office to the airport, scheduled arrival time at the terminal, and travel time from the terminal to home as well as transportation costs when constructing travel.

"Constructing travel" is calculating estimated costs based on the authorized mode of transportation to compare to the traveler's actual costs.

020303. Lodging

A traveler on TDY must reserve lodging compliant with U.S. Fire Administration guidelines (see http://apps.usfa.fema.gov/hotel) through the electronic travel system or the servicing TMC (5 U.S.C. § 5707a). A DoD traveler must use the Integrated Lodging Program Pilot (ILPP) facilities if available (see Appendix X) for information about the ILPP). The Government cannot direct the traveler to accept inadequate accommodations. Each Service or DoD agency must ensure that 90 percent or more of all official travelers in the US or non-foreign areas OCONUS use commercial lodgings that comply with the U.S. Fire Administration guidelines.

A. Booking Commercial Lodging.

1. A traveler is responsible for any charges in excess of the per diem rate.

2. A traveler is responsible for canceling a room reservation within the established time frame to avoid any no-show charges and must obtain a cancellation number to reverse a no-show charge.

3. If a traveler cannot book commercial lodging using the TMC (including the electronic travel system) then the traveler must book directly with the commercial lodging facility (including the hotel's online Web site).

4. If a traveler obtains lodging through an online booking agent, reimbursement is authorized only when the traveler provides a documented itemized receipt for room costs from the hotel or online booking agent showing the following charges (CBCA 2431-TRAV, September 13, 2011):

a. Daily hotel room costs.

b. Daily hotel taxes.

c. Daily miscellaneous fees, if applicable.

Note: Only itemized charges are considered for reimbursement. Online booking receipts often break out the cost of the room, but combine taxes and fees. In such cases, only the room cost is reimbursed because the receipt does not itemize taxes and fees.

B. Booking Government Quarters

1. A DoD Service member must use available Government quarters if ordered to a U.S. installation. A civilian employee is encouraged, but not required, to use available Government quarters unless traveling to an ILPP site. A civilian employee is required to use Government quarters at an ILPP site. If the electronic reservation system cannot reserve Government quarters, then make reservations through www.dodlodging.net or by contacting the Government quarters facility directly.

2. Commercial lodging that is contracted by the Government is considered Government quarters. ILPP is considered Government quarters. Lodging (at no expense to the traveler) may be booked without using the TMC outside the electronic travel system.

C. Use of Government Quarters. Government quarters are available to USCG, NOAA, and USPHS personnel only if the travel order directs their use. For Government quarters policy for Service members, see Table 2-14.

Table 2-14. Government Quarters Use	
If…	**Then…**
a Service member is sent on TDY to a U.S. installation and the Government quarters on that installation (not nearby) are adequate and available,	he or she is required to use Government quarters.
a Service member is provided a non-availability number for an installation initially,	he or she is not required to seek or check for Government quarters when on TDY to that installation.
a Service member is on TDY at a foreign installation,	he or she is not required to check for Government quarters availability unless directed to do so in the travel order.
a traveler is participating in a combined exercise or operation on a foreign government installation, or attending a foreign service school,	the AO may direct use of Government quarters on that installation.
a Service member is ordered on a TDY to a Joint Base with geographically separated locations that do not share a common perimeter,	he or she must use Government quarters located on the part of the base where the Service member is performing duty, unless the Service member receives a statement of non-availability at that location. A traveler should, but is not required to, use Government quarters at other locations geographically separated within the Joint Base.
adequate Government quarters are available on the U.S. installation to which a Service member is assigned TDY, but the Service member chooses to use other lodging,	the Service member is limited to the reimbursement cost of Government quarters on the assigned TDY installation (44 Comp. Gen. 626 (1965)).
adequate Government quarters are available on the foreign installation that a Service member is directed to use, but the Service member chooses to use other lodging,	
adequate Government quarters are available but a Service member is directed to procure private-sector lodging off the U.S. installation,	the Service member is treated as though no Government quarters are available and is authorized the locality M&IE rate, instead of the Government meal rate (GMR) or the Proportional meal rate (PMR).

D. Limiting Per Diem not Permitted. Per diem reimbursement cannot be limited to the Government quarters rate if the installation to which a Service member has been assigned TDY does not have Government quarters, even if a nearby installation does have Government quarters.

E. Government Quarters Are Unavailable. Travel orders or travel vouchers must document when Government quarters are not available at the U.S. installation to which the traveler is assigned TDY. The Services have predetermined that Government quarters are considered unavailable when:

1. A TDY or delay point is somewhere other than a U.S. installation.

2. An AO determines that using Government quarters would adversely affect mission performance. This statement does not apply to:

a. A Service member attending a Service school at a Uniformed Service facility.

b. Any O-7 through O-10 officer who personally determines quarters availability.

3. A Service member has been assigned TDY at a medical facility as a non-medical attendant accompanying a dependent in an outpatient status.

4. TDY is at a Joint Base and the Government quarters are located at a geographically separate part of the Joint Base from the duty location without a common perimeter.

F. Required Documentation When Government Quarters Are not Available. When Government quarters are not available, a DoD Service member is not required to obtain paper statements to justify reimbursement for commercial lodging and per diem. The AO must authorize or approve reimbursement for commercial lodging when a Service member documents at least one of the following:

1. A Government quarters non-availability confirmation number provided by the Service's lodging registration process.

2. The date the Service member attempted to make reservations, along with the phone number and name of the billeting office's point of contact.

3. The Service member's certification that Government quarters were not available upon arrival.

Table 2-15. Lodging Reimbursement Rules

If…	Then…
an official traveler shares a room with a non-official traveler,	the official traveler is reimbursed the actual daily lodging cost based on the single occupant rate, limited to the lodging portion of the locality per diem rate. A traveler who leases more spacious lodging to accommodate a non-official traveler is not reimbursed for the additional expense.
multiple travelers on official travel share a room,	each official traveler is reimbursed for the prorated share limited to the lodging portion of the locality per diem rate.*
multiple travelers sign a lease for lodging,	each traveler is reimbursed for the prorated share of the lease amount, up to the lodging portion of the locality per diem rate. The prorated share is based on all of the names of the official travelers on the lease, excluding non-official travelers.*
a civilian employee lodges with friends or relatives,	the civilian employee may be reimbursed for the additional lodging costs that the hosts incur in for the accommodation if the civilian employee can substantiate the costs and the AO determines the costs are reasonable.
a Service member lodges with friends or relatives,	the Service member is not authorized lodging reimbursement (see par. 020304).

Table 2-15. Lodging Reimbursement Rules	
If…	**Then…**
a traveler is en route or arrives at the TDY or stopover location at 2400 or later,	the traveler is allowed per diem as if arrival took place on the preceding day.
lodging is not available at the TDY location,	the AO may authorize or approve obtaining lodging in an adjacent locality where the per diem rate is higher. If the higher rate is not authorized in advance, the traveler must furnish a written statement with the travel voucher explaining the circumstances to validate an AEA based on the TDY location rate.
a traveler purchases or already owns a residence used for lodging during official travel,	reimbursement is not authorized for any costs or expenses associated with this lodging.
a traveler purchases a residence, to include a recreational vehicle (RV), used for lodging during official travel under a "rent-to-buy" option,	all associated mortgage interest and property taxes previously claimed must be repaid.
a traveler purchases, sells, or makes payments on a privately owned RV used for lodging during official travel,	reimbursement is not authorized for any costs associated with the purchase of the RV. The traveler may be reimbursed the following expenses, limited to the total maximum lodging rate allowed for the entire TDY: ● Parking fees. ● Utility connection, use, and disconnection fees. ● Electricity, gas, water, sewage, bath, and shower fees. ● Dumping fees.
a traveler is lodged in the CONUS or non-foreign area OCONUS,	a lodging tax is a reimbursable expense.
a traveler is lodged in a foreign area OCONUS,	the lodging tax is considered part of the lodging portion of per diem and is not separately reimbursable.
no commercial lodging facility is available at the TDY location or a room shortage exists because of a special event,	the cost of lodging obtained in other than a commercial facility may be authorized or approved when the traveler provides a written explanation of non-availability acceptable to the AO. Reimbursement cannot exceed the locality per diem rate.

**For multiple leasees, the long-term (not daily) lodging cost is split equally among the leasees, excluding non-official travelers, before the daily reimbursement rate is computed.*

G. Reimbursement for Commercial Lodging, Government Quarters, Other Lodging Arrangements, and Miscellaneous Reimbursable Expenses. When a traveler is not on flat-rate per diem and procures long-term lodging, on a weekly or monthly basis, the AO computes the daily TDY lodging costs by dividing the total lodging cost for the period by the number of days the traveler is authorized the lodging portion of the locality per diem rate. Expense items that do not accrue on a daily basis are averaged over the number of days the traveler is authorized per diem during the TDY. The AO includes the following costs in determining the long-term lodging cost:

1. Utility connection, use, and disconnection.

2. Dumping.

3. Showers.

4. Cleaning or maid fees.

5. Cable TV.

6. Automobile head bolt heaters, if ordinarily included in the hotel or motel rate in the area concerned.

7. Monthly local telephone use. Monthly fees does not include installation charges, unofficial long-distance calls, or monthly fees for a personally owned mobile phone when used instead of an installed phone for official communications.

8. Parking space when RV is used.

9. Appropriate and necessary furniture rental.

10. Exchange fees involved in renting time-share lodging at the TDY point, but not the annual maintenance fee.

11. Rental furniture or appliances. No reimbursement is authorized for items that are contracted or rented with the option to buy unless there is no other alternative. If an "option-to-buy" plan is used, the traveler must reimburse the Government the amount credited toward the purchase if paid as part of the travel claim settlement. If a damage-waiver fee is required as part of the cost, the traveler may be reimbursed for the fee as part of the furniture rental (CBCA 1961-TRAV, July 20, 2010). A traveler cannot be reimbursed for shipment or purchase of furniture (GSBCA 16699-TRAV, August 17, 2005).

Note: These items do not apply to contracted TDY lodging.

Table 2-16. Miscellaneous Reimbursable Expenses Associated with Lodging

If…	Then…
the Internet (Wi-Fi) is required at the lodging location for official purposes,	the AO may authorize or approve Internet connection charges.
certain fees are not optional, such as tourism, safe, service, or resort fees,	the AO may authorize reimbursement for them.
the TDY is cancelled or curtailed,	the AO may authorize or approve reimbursement of nonrefundable deposits, prepaid rent, late and early departure fees, limited to the remaining lodging and tax expenses that would have been paid.
a traveler must retain lodging for reasons other than personal convenience at one TDY location and procure lodging at a second TDY location on the same calendar day,	the AO may authorize dual lodging for up to 7 consecutive days. Dual lodging covers lodging expenses due to unexpected circumstances beyond the traveler's control. Special approval through the Secretarial Process, after travel is complete, is required for reimbursement of dual
the traveler cannot occupy lodging at the first TDY location due to conditions beyond the	

Table 2-16. Miscellaneous Reimbursable Expenses Associated with Lodging	
If…	**Then…**
traveler's control,	lodging beyond 7 days. The lodging cost at the first TDY location is reimbursed as a miscellaneous reimbursable expense, and the lodging cost at the second TDY location as per diem.
a TDY is 30 days or less and the traveler must procure lodging at an alternate location rather than the TDY location,	
the traveler or organization would experience an economic impact by relinquishing lodging based on factors, such as daily, weekly, or monthly room rates; availability; storage charges; or shipment costs,	the AO may authorize dual lodging for up to 7 consecutive days. Special approval through the Secretarial Process, before *or* after travel is complete, is required for reimbursement of dual lodging beyond 7 days. The lodging cost at the first TDY location is reimbursed as a miscellaneous reimbursable expense, and the lodging cost at the second TDY location as per diem.
dual lodging is requested and appears to meet criteria for approval,	the AO must verify the necessity based on reasonable and prudent actions of the traveler and must not authorize or approve it for the traveler's convenience.
lodging is required on the day of departure from the TDY site,	the AO may authorize reimbursement for the lodging based on the TDY locality rate or stopover point as appropriate.
advance room deposits are required by the lodging facility to secure a room reservation before official travel begins,	the AO may authorize reimbursement, unless the deposit is forfeited because the travel is not performed for reasons unacceptable to the DoD Component or Service. In that case, the traveler is financially responsible for the advance deposit.
taxes on charges other than lodging, such as on movies or room service fees, are included in the lodging bill in the CONUS or non-foreign area OCONUS travel,	reimbursement is not authorized.

Note: For dual lodging, the actual lodging cost reimbursed at the first TDY location is limited to the per diem or AEA plus lodging tax that would have been paid had the traveler remained overnight at that location. The dual-lodging claim must be supported by a receipt. Long-term dual lodging is not authorized.

020304. M&IE Portion of Per Diem

M&IE reimbursement does not require expense itemization or receipts unless an actual expense allowance (AEA) has been authorized or approved for some portion of the M&IE.

A. Meal Portion of Per Diem. The meal portion of per diem covers expenses for breakfast, lunch, and dinner, including related taxes and tips for the meals. Meal rates change depending on who the traveler is (Service member or civilian employee), the location, and the number and types of meals available. After travel is completed, meal rates can be reduced only if the traveler received a deductible meal (see Table 2-18). When a traveler stays with friends or relatives, he or she is authorized the TDY location M&IE rate if otherwise eligible.

Table 2-17. Types of Meal Rates	
Type of Rate	**Application**
Locality Meal Rate	Is based on the traveler's TDY location or stopover point, and applies when the traveler must purchase all meals commercially.
Proportional Meal Rate (PMR)	Applies when either of the following occur: ● A Service member is lodged in adequate Government quarters on a U.S. installation and one or two meals are available and directed in a Government dining facility on that installation. PMR for available meals must be directed in the travel authorization. ● One or two deductible meals are provided at Government expense and at no cost to the traveler (for example, as part of a registration fee or conference fee) and the individual is not traveling. ● The PMR is computed by averaging the standard GMR and the meals portion of the applicable locality M&IE rate rounded up to the nearest dollar. Only the meal rate is used for the computation. The appropriate incidental expense rate is added to the PMR to create the proportional M&IE rate. ● The PMR does not apply when the traveler is traveling.
Standard Government Meal Rate (GMR)	● The standard GMR includes food and facility operating costs and applies when a Service member is sent TDY to a U.S. installation where adequate Government quarters and three meals a day are available in a Government dining facility on that installation. ● The GMR does not apply when the Service member is traveling. ● The GMR must be directed in the travel authorization.
Discounted GMR	The discounted GMR is the cost for food minus facility operating costs. A civilian employee is reimbursed the discounted meal rate if he or she is charged for food while supporting field duty operations.
Incidental Expense Only	Applies when all three meals are provided at no cost to the traveler. Table 2-18 explains which meals are deductible.

B. Determining if a Meal Is Deductible. Table 2-18 defines what is considered a deductible meal and what is not.

Table 2-18. Deductible and Non-Deductible Meals	
Deductible Meal	**Non-Deductible Meal**
Provided based on an agreement between the Government and any organization if the travel authorization directs the meal for a Service member or indicates the facility providing the meal is available for a civilian employee.	Box or bagged meal from a Government dining facility (for example, a Meal, Ready to Eat), except when that box or bagged meal from the Government dining facility is the only way to provide the member an adequate meal.
Included in a registration fee.	In-flight meals.
Paid by the Government and furnished at no cost to the traveler.	Furnished on a commercial or military aircraft.
Furnished at no cost to the traveler while attending a course of instruction at a school, if the Government ultimately pays the school for the meal's cost.	Government meals consumed in a Government dining facility if paid for by the traveler.
Provided by a lodging establishment for which a charge is added in the lodging cost.	Provided by a private individual other than the traveler.
Provided by a lodging establishment when meals	A no-cost complimentary meal provided by a

Table 2-18. Deductible and Non-Deductible Meals	
Deductible Meal	**Non-Deductible Meal**
are included in the lodging cost under an agreement between the Government and the lodging establishment.	lodging establishment.
Light refreshments (including a continental breakfast), included as part of a registration fee if they meet the requirements above and are served at a meal time.	Light refreshments (including a continental breakfast) included as part of a registration fee if served during a break and *not* at a meal time.

C. Deductible Meals Unable to Be Consumed. The AO may authorize or approve the locality meal rate or the PMR, whichever is applicable, if the traveler meets all of the following criteria:

1. Is unable to eat an otherwise deductible meal because of medical requirements or religious beliefs, in which case the AO may require substantiating documentation from the appropriate professional authority.

2. Attempted, but is unable to make, alternative meal arrangements for a substitute meal.

3. Is unable to eat an otherwise deductible meal due to medical restrictions, religious beliefs, or requirements of the mission.

D. Government Dining Facilities. A Government dining facility is available only when the Government quarters on the U.S. installation on which the Service member is assigned TDY are adequate and available. Government facilities should be used to the maximum extent possible.

1. Use of the Government dining facility must be directed in the travel authorization. The authorization must state when a Service member is to receive the PMR or GMR. Otherwise, the locality meal rate is paid. Schoolhouse training or other excepted circumstance may impact meal rate payable.

2. A dining facility is considered not available:

a. When Government lodging on the U.S installation is not available.

b. On travel days.

c. When an AO determines that:

(1) The use of the Government dining facility adversely affects mission performance.

(2) There is excessive distance between the Government dining facility and places of duty or lodging.

(3) Transportation is not reasonably available between the Government dining facility and places of duty or lodging.

(4) Duty hours and Government dining facility operating hours are incompatible.

3. When a travel authorization directs the use of a Government dining facility for TDY travel and it is not available, a traveler must provide a statement of non-availability explaining which meals

were not available and why, to receive reimbursement. The reason for non-availability must be acceptable to and approved by the AO. Once approved, the travel authorization must be modified to document the change in meal rate.

E. Incidental Expense Portion of Per Diem. The portion of per diem reimbursement for incidental expenses includes, but is not limited to:

1. Tips related to lodging, baggage, and transportation (to include courtesy transportation).

2. Laundry and dry cleaning while OCONUS.

3. Various service charges.

Note: Laundry and dry-cleaning expenses are a personal expense and are not reimbursable as part of per diem, AEA, or a miscellaneous reimbursable expense within the CONUS.

F. Incidental Expense Reimbursement Rates. The reimbursement rates for incidental expenses differ by location:

1. CONUS Incidental Expenses are $5.00.

2. OCONUS Locality Incidental Expenses are the rate when the TDY is not on a U.S. installation. If the AO determines that a reduced rate for incidental expenses is adequate, then the $3.50 may be authorized.

3. OCONUS Reduced Incidental Expenses ($3.50) are the rate when a traveler is assigned to a TDY at a U.S. installation and lodged in Government quarters, except for en route travel days. If the AO determines that the $3.50 is inadequate, then the OCONUS locality rate for incidental expenses may be authorized and stated on the travel authorization. This does not apply on any day the Service member is traveling.

020305. Occasional Meals or Occasional Lodging

Occasional meals or occasional lodging may be authorized or approved when a traveler must either purchase meals from commercial or nonappropriated funds (NAF) sources, or obtain lodging through commercial, Government, or NAF sources when per diem is not otherwise authorized.

A. Service Member. Occasional meals or occasional lodging may be authorized or approved when the Service member is:

1. Escorting an arms-control inspection team or its members. This applies within PDS limits, and only for a Service member escorting an arms-control inspection team or its members while engaged in activities related to the implementation of an arms-control treaty or agreement during the in-country period referenced in the treaty or agreement.

2. On TDY within the PDS local area, but outside the PDS limits.

3. Service members are traveling together with no or limited reimbursement.

4. On TDY or training duty aboard a ship.

5. On field duty.

6. A Service member (straggler) who is separated from others traveling together under a travel authorization directing no or limited reimbursement travel.

7. In Essential Unit Messing (EUM).

8. Hospitalized as an inpatient.

9. Part of the Senior Reserve Officers' Training Corps (SROTC). Lodging and meal expenses are authorized or approved at a point of delay for an SROTC member traveling to or from field training or practice cruises and delayed through no personal fault at a location where neither Government quarters nor a Government dining facility is available.

B. Reimbursement Limitation

1. The lodging cost allowed is limited to the lodging portion of the locality per diem rate.

2. In special or unusual circumstances when the amounts claimed exceed the lodging portion of the locality per diem rate, the AO may authorize reimbursement for the actual cost of occasional lodging.

3. When a Service member is required to procure or retain unoccupied lodging or to procure or retain lodging at more than one location on any calendar day, dual-lodging reimbursement applies.

4. If the AO determines that a Service member is required to procure meals, then the reimbursement is the actual amount paid, limited to the PMR (no incidental expense), and based on the applicable locality per diem rate.

5. If more than one locality is involved on any given day, the PMR limit is based on the highest locality M&IE rate.

C. Civilian Employee

1. A civilian employee may be reimbursed expenses for occasional meals or occasional lodging expenses that the civilian employee must incur at a time when the meals or lodging are furnished without cost (or at nominal cost) for TDY of more than 12 hours.

2. When the traveler is not authorized per diem, but must purchase meals and lodging:

a. The AO may authorize or approve reimbursement for the actual amount paid, up to the PMR (no incidental expenses) for meals, or for lodging up to the lodging portion of the locality per diem rate.

b. The AO may authorize the actual expense allowance (AEA) if the actual meal expense is more than the PMR or the lodging cost exceeds the lodging portion of the locality per diem rate.

020306. Meal Ticket Maximum Rates

Meal tickets may be issued to Service members only as specifically authorized by the JTR. The current

rates are on the DTMO's Web site at http://www.defensetravel.dod.mil/site/mealTickets.cfm.

020307. AEA (Instead of Per Diem)

An AEA is a form of reimbursement that, in unusual circumstances, enables a TDY traveler to be reimbursed for actual and necessary expenses that exceed the maximum locality per diem rate. An AEA must be stated in the travel authorization when authorized in advance of travel. All travelers going to the same place at Government expense, at which AEA is authorized, should be treated the same if possible.

A. Maximum Amount. An AEA is the lesser of the two: actual expenses incurred or the AEA maximum amount. An AO may authorize or approve an AEA of up to 300 percent of the locality per diem rate (rounded to the next higher dollar).

B. Computation.

1. The AEA must not exceed the approved percentage of the maximum locality per diem rate. If AEA for M&IE exceeds the maximum locality AEA M&IE rate, then decrease the M&IE rate to the allowable AEA dollar amount and add the extra cents to the AEA lodging rate. The daily amount is not prorated for fractions for the day; however, the AO must review and approve expenses incurred and claimed for a fraction of the day.

2. The reimbursement method and daily maximum for the departure day from the PDS are the same as for the first location where lodging is required. On the return day to the PDS, the same method and daily maximum applicable to the previous calendar day applies. Par. 020310 applies for reimbursement when return travel to the PDS requires two or more days.

3. Only one reimbursement method is authorized for each TDY *location*, except when one reimbursement is authorized for occasional meals and lodging. When a TDY involves travel to multiple locations with more than one daily maximum reimbursement during a single trip, the applicable rate or reimbursement method for each calendar day, beginning at 0001, is determined by the traveler's status and TDY location at 2400 on that calendar day.

4. When TDY is a special mission and non-deductible meals are available under special arrangements, AEA for such meals is limited to the charge for each meal or limited to the arranged charges for three meals per day.

Table 2-19. Considerations Impacting AEA

If…	And…	Then…
traveling with a dignitary	it requires staying at the same hotel as the dignitary,	the traveler may be authorized an AEA.
traveling to an area where costs have escalated for a short period of time	it is during a special function or event, such as the following: ● A missile launch, ● A summit meeting, ● A sports competition, ● The World's Fair, ● A convention, ● A national or natural disaster, including its aftermath,	

Table 2-19. Considerations Impacting AEA		
If…	**And…**	**Then…**
affordable lodging is not available within reasonable commuting distance of the TDY point	the transportation cost to commute to and from the less expensive lodging facility would be more expensive than staying at the more expensive lodging,	
the traveler must incur much higher expenses than normal during similar travel situations	the traveler must procure superior or extraordinary accommodations, including a suite or other lodging, for which the charge is well above what has usually been paid for accommodations,	
TDY is scheduled for 31 days or more	the traveler is at one location for 31 consecutive days or more,	AEA cannot be authorized or approved.

C. Traveling to Disaster Area. An AEA is usually authorized on an individual trip basis. However, the DoD Component has authority, using the Secretarial Process, to issue a blanket AEA authorization to cover the AEA expenses of all travelers in a presidentially declared disaster or pandemic area.

D. Authority to Exceed 300 Percent. In rare instances, OCONUS, more than 300% of lodging may be required.

1. Authority for a Service Member. In advance of travel, the AO must submit a request directly to the Per Diem, Travel, and Transportation Allowance Committee (PDTATAC), Chief at the address on the first page of the JTR. Requests must be addressed "ATTN: Policy & Regulations Branch" when submitted by U.S. Mail or fax, or with the subject "AEA REQUEST" for a request sent by e-mail. The Secretary concerned for specific classified missions OCONUS may authorize a Service member to receive AEA for lodging costs that exceed 300 percent of OCONUS per diem rates. This authority cannot be re-delegated.

2. Authority for a Civilian Employee. No authority in the Federal Travel Regulation (FTR) allows a civilian employee to be reimbursed more than 300 percent of AEA. The civilian employee may be authorized AEA for lodging only or lodging and M&IE, limited to the AEA maximum amount.

E. AEA Authorized for Lodging Only.

1. Reimbursement of the actual cost of lodging, not to exceed the maximum amount authorized in the AEA, is allowed.

2. M&IE is paid at the locality per diem rate without itemization.

F. AEA Authorized for Lodging and M&IE.

1. Reimbursement of actual costs for lodging, meals, and incidental expenses is allowed and itemization is required.

2. Items defined as incidental expenses (for example: baggage and hotel tips) that do not

accrue on a daily basis are averaged over the days at the TDY location.

G. Duration of AEA. An AEA may be paid for the entire trip, during travel, or during a portion of the TDY. However, an AEA that is paid for M&IE applies by location for the entire TDY period at that location.

1. 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.

2. Return Day. On the return day to the PDS, the same method and daily maximum applicable to the previous calendar day applies.

H. AEA Not Payable. An AEA may not be claimed for meals or lodging that is:

1. Included in a registration fee.

2. Procured at the traveler's PDS or residence.

3. Purchased while at or en route to or from a nearby carrier terminal when travel begins or ends there. AEA also cannot be claimed when a meal is part of a transportation ticket price and is provided during the trip, but the traveler chooses to purchase a meal after leaving the airplane, train, bus, or ship.

020308. Reduced Per Diem

An AO should request reduced per diem when a per diem rate is more than the amount necessary, based on known lodging- or meal-cost reductions in effect due to prearrangements, special discounts, or other reasons. The AO must request and authorize reduced per diem before travel.

A. Authority to Reduce Per Diem.

1. For a Service member, the authority to reduce a per diem rate rests with the DoD Component head or the Secretary concerned. These entities may only re-delegate it to the chief of a DoD Component headquarters or the Service bureau or staff agency.

2. For a civilian employee, only a DoD Component head may authorize a reduced per diem rate, except as otherwise specified in the JTR.

B. Requests for Reduced Per Diem.

1. Reduced per diem rates may be requested for as low as zero and, once authorized, must be stated in the travel authorization. If a request is submitted and approved after travel begins, an amendment to the original travel authorization is made, and applies to a future period. The reduced per diem does not apply on en route travel days. An increase to the reduced per diem rate for a travel period that has been completed can only be approved on an AEA basis.

2. Submit requests for reduced per diem through the appropriate authority listed at http://www.defensetravel.dod.mil/site/faqraterev.cfm. Requests must include the current lodging and meal costs, the traveler's name, travel dates, the TDY location, the point of contact's name and phone number for the request, and the recommended reduced per diem rate.

C. Exception for USCG. USCG Service members assigned to detached duty at USCG stations (small), USCG Search and Rescue detachments, USCG air facilities, USCG auxiliary operation stations, and Operation Bahamas, Turks and Caicos may be paid 75 percent of the reduced M&IE, if any, prescribed for the site on travel days, if applicable.

020309. Trip Length As It Affects Per Diem

The length of a TDY trip has a major impact on the amount of per diem reimbursement.

Table 2-20. Per Diem Reimbursement for Trips of 30 or Fewer Days*

When Travel Is…	For The…	Then The Per Diem Rate Is Based on…	Computation
12 or fewer hours,	Not applicable.		Per diem is *not* authorized.
more than 12 but less than or equal to 24 hours and *no* lodging is required,	Not applicable.	the highest locality rate for each day.	75 percent of the highest M&IE rate for each calendar day in a travel status.**
more than 12 but less than or equal to 24 hours and lodging *is* required,	Not applicable.	the TDY location or stopover point	Lodging up to the per diem rate plus 75 percent of the M&IE rate for each day of travel.**
more than 24 hours and *no* lodging is required en route,	en route travel days to the TDY location,	the rate for the next official destination.	• 75 percent of the locality M&IE rate for the day of departure from the PDS. • 100 percent of the applicable M&IE rate for the subsequent days of travel.
	en route travel days from the TDY location to the PDS,	the rate for the last official destination.	• 100 percent of the applicable M&IE rate for the day of departure from the TDY location. • 75 percent of the locality M&IE rate for the day of arrival at the PDS.
more than 24 hours and lodging *is* required en route,	en route travel days to the TDY location,	the TDY or stopover point where lodging is procured.	• Lodging up to the per diem rate plus 75 percent of the locality M&IE rate for the day of departure from the PDS. • 100 percent of the applicable M&IE rate for the subsequent days of travel.
	en route travel days from the TDY location to the PDS,		100 percent of the applicable M&IE rate for the day of departure from the TDY location. 75 percent of the locality M&IE rate for the day of arrival at the PDS.

**Refer to par. 020311 for trips of 31 or more days.*

***Per diem payment for TDY of more than 12 hours but less than or equal to 24 hours may be taxable (IRS Rule 68-663 and 26 CFR § 1.162-2(a)). The civilian employee should verify possible state and local implications.*

Note: Exception for U.S. Coast Guard. For the day travel ends (return day to the PDS, home, or authorized delay point), per diem is based on the M&IE applicable to the last TDY or authorized delay point whether or not overnight lodging was required.

020310. Lodging and M&IE Per Diem Calculation Rules

The calculation of per diem allowance for each day at a TDY location based on the actual amount paid for lodging, limited to a ceiling amount, plus an allowance for M&IE, the total limited to the applicable maximum per diem rate for the TDY location concerned.

A. Reimbursement While En Route from Home or PDS to TDY Location. Lodging reimbursement is based on the actual cost of lodging, limited to the lodging portion of the locality per diem rate at the TDY location or at the stopover. The M&IE for the departure day is 75 percent of the M&IE rate of the traveler's stopover point or TDY location that night if lodging is used. If the traveler is traveling overnight and does not use lodging, the M&IE rate is based on the rate at the next destination.

B. Reimbursement at Stopover Points. A stopover point is necessary when travel is for more than 1 day. That generally means that lodging is required. Lodging at the stopover point does not include sleeping in the transportation terminal. Per diem at a stopover point is based on the locality per diem rate at the stopover.

C. Reimbursement at the TDY Location. For each full day, a traveler receives the actual cost of lodging limited to the lodging portion of the locality per diem rate of the stopover point or TDY location at 2400 hours, plus the applicable M&IE rate. If lodging is required for a TDY that lasts more than 12 hours, but less than 24 hours, then reimbursement is for the actual cost of lodging, limited to the lodging portion of the locality per diem rate plus 75 percent of the M&IE rate. A meal provided by a friend or relative *or* by a commercial company on an airplane, train, bus, or ship does not affect per diem. A complimentary meal provided by a lodging establishment does not affect per diem as long as the room charge is the same with or without meals.

D. Reimbursement While En Route between TDY Locations. When a traveler departs one TDY location and goes to another, the M&IE rate is 100 percent based on the traveler's new TDY location (or stopover point, if lodging is used). If the traveler is traveling overnight and does not use lodging, the M&IE rate is based on the new TDY location.

E. Reimbursement While En Route from TDY Location to Home or PDS. Lodging reimbursement for a stopover point en route to the home or PDS is based on the actual cost of lodging, limited to the lodging portion of the locality per diem at the stopover point.

1. The M&IE for the return day to the PDS is 75 percent of the M&IE rate for the preceding day (whether that day was spent at the last TDY location or at a stopover point, if lodging was used). Any TDY locations en route on the day travel ends do not affect the M&IE rate for that return day to the PDS or home.

2. For U.S. Coast Guard Service members, the per diem is based on the M&IE applicable to the last TDY or authorized delay point the day travel ends (return day to the PDS, home, or authorized delay point), whether or not overnight lodging was required there.

020311. Flat-Rate Per Diem Reimbursement during a TDY

Flat-rate per diem applies when a traveler is assigned on a long-term TDY at one location for more than 30 days. It is a percentage of the locality per diem rate and the percentage amount depends on the length of the TDY specified in the travel authorization. Flat-rate per diem is paid for whole days while on a TDY, and does not apply on en route travel days. The provisions of par. 020303.G1-11 do not apply under flat-rate per diem because they are considered part of the lodging portion of the flat rate.

A. Compute the Flat Rate. Apply the appropriate percentage rate to the local per diem rate in accordance with the rules listed in Table 2-21. Compute flat-rate per diem beginning on the day after arrival at the TDY point. Flat-rate per diem ends at 2400 on the day before the day of departure from the TDY location.

B. Lodging Reservations. A traveler ordered on a long-term TDY who is authorized a flat-rate per diem, but who cannot personally arrange suitable commercial lodging through the electronic travel system must contact the TMC for assistance.

C. Retain Proof of Lodging. Lodging receipts are not required for reimbursement of flat-rate per diem, but proof that lodging costs were incurred is required. Expenses for retained lodging (actual cost) during an authorized absence may be reimbursed as a miscellaneous expense, limited to the lodging portion of the flat-rate per diem allowance, and receipts are required.

D. Lodging Taxes. Lodging taxes may be separately reimbursed in the CONUS and non-foreign locations OCONUS unless the combined cost of the lodging and taxes is less than the lodging portion of the flat-rate per diem. In that case, the total combined cost is reimbursed.

E. Flat-Rate Per Diem not Reducible. The flat rate may not be reduced further even if the actual lodging costs incurred are less than the lodging portion of the flat-rate per diem, unless Government quarters and meals are available or the Secretary concerned reduces it to a lower rate.

Table 2-21. Flat-Rate Per Diem Rules for TDY Travel

If…	Then…
TDY is 31-180 days at a single location,	a flat-rate of 75 percent of the per diem allowance is payable for each full day.
TDY is 181 days or more at a single location,	a flat-rate of 55 percent of the per diem allowance is payable for each full day.
the per diem rate changes during the travel period,	the flat-rate per diem is increased or decreased accordingly, unless the fixed rate no longer covers the cost of long-term leased lodging.

Table 2-21. Flat-Rate Per Diem Rules for TDY Travel

The above rules apply unless…	Then…
neither the traveler nor the TMC can find suitable lodging within the reduced rate,	the AO may authorize actual lodging cost not to exceed the locality per diem rate. However, the M&IE rate is still paid at the applicable flat per diem percentage rate.
Government quarters are available or provided or commercial lodgings are provided at no cost to the traveler,	the lodging portion of the flat-rate per diem does not apply.

Table 2-21. Flat-Rate Per Diem Rules for TDY Travel	
The above rules apply unless…	**Then…**
one or more meals or all meals at no cost or meals available and directed at a Government dining facility,	the GMR, PMR, or incidental expenses only applies and flat-rate per diem is not applicable.
Government quarters and one or two meals in a Government dining facility are available,	the PMR applies and the cost of Government quarters is reimbursed, limited to the locality per diem rate. Flat-rate per diem does not apply.
Government quarters and all three meals are available in a Government dining facility,	the GMR applies and the cost of Government quarters is reimbursed, limited to the locality per diem rate. Flat-rate per diem does not apply.
all three meals are provided at Government expense and at no cost to the traveler,	the incidental portion of per diem applies and flat-rate per diem does not.
a travel authorization is later amended and the TDY travel will end 31 (or 181) days or more from the amendment date,	the reduced flat-rate per diem applies beginning on the day after the amendment is issued.
flat-rate per diem is paid and a traveler is assigned on a TDY to another location for less than 30 days,	dual lodging while at the second TDY location is authorized up to the duration of the second TDY, limited to the lodging portion of the reduced per diem rate. Per diem is computed using the Lodging Plus computation method for the second TDY location.
actual lodging costs incurred, plus taxes, are less than the lodging portion of the flat-rate per diem in the CONUS or non-foreign area OCONUS,	lodging taxes are not reimbursed separately.
a traveler is assigned additional TDY travel to another location for more than 30 days,	the flat-rate per diem will apply to the second TDY, computed based on the second TDY locality per diem rate, and no dual lodging is authorized.
no lodging costs are incurred for any reason,	the lodging portion of flat-rate per diem does not apply.
a traveler is staying with friends and relatives,	
a traveler is staying in a home that the traveler owns or is purchasing,	
a traveler is staying in Government quarters, and meals are not available in the dining facility,	actual cost of lodging is reimbursed and the appropriate flat rate is paid for the M&IE portion of per diem.
the mission, health, welfare, or safety of the traveler on a TDY to a foreign location would result in an extreme personal hardship if the M&IE were reduced,	the M&IE portion of flat-rate per diem may be waived in advance.*
the reduced flat-rate M&IE is insufficient based on the circumstances of the TDY,	the Secretary concerned, CCDR, or Director of a DoD Agency or Component may authorize or approve payment of actual expenses for meals and incidental expenses as defined in par. 020102 up to the full locality rate.**

**Authority may not be delegated below the three-star flag officer at a deputy or vice commander level. Full M&IE per diem may be authorized through the Secretarial Process may authorize full per diem M&IE for a traveler not located in the CCMD or JTF commander's area of responsibility.*
***Authority may not be delegated below the three-star General Officer or Flag Officer (or civilian employee equivalent) deputy or vice commander level. A traveler who requests reimbursement in excess of the authorized flat-rate M&IE must provide receipts to substantiate claims for actual expenses unless*

itemized charges are documented through the use of the GTCC, used in accordance with the Travel and Transportation Reform Act of 1998. The same authority that authorizes or approves actual expenses may waive this receipt requirement when they personally certify that requiring travelers to submit receipts negatively affects mission performance or creates an undue administrative burden. All authorizations for payment of actual costs for M&IE for TDYs more than 30 days must be reported to the PDTATAC, Chief.

F. Advance Authorization for Full M&IE Not Possible. There are times when conditions necessitating full locality M&IE are not known in advance, and advance authorization is not possible. In such cases, the authorization for payment of full M&IE may include approval for payment of the actual expenses for meals and incidentals expenses, up to the locality rate, for days prior to the authorization for payment of the locality M&IE per diem.

G. Flat-Rate Per Diem and TDY Days Reduced. A traveler on long-term TDY receiving flat-rate per diem normally makes long-term arrangements with a lodging establishment. When the TDY duration is reduced, some lodging establishments increase the lodging rate because the traveler has reduced the length of the stay. When such an increase occurs, the flat-rate per diem still applies. However, any excess lodging costs over the amount allowed for the lodging portion of the flat rate are considered to be penalties and cancellation fees, and are reimbursed as a miscellaneous reimbursable expense. The total reimbursement for lodging costs—the flat-rate lodging amount plus the excess portion of lodging claimed as a miscellaneous reimbursable expense—is limited to the lodging portion of the locality per diem rate for the TDY location. The M&IE portion of per diem remains at the flat-rate per diem amount.

H. Required Report to PDTATAC, Chief. All authorized payments of full M&IE for 31 days or more must be reported to the PDTATAC, Chief. The authorizing CCMD or Service must report each occurrence, to include the TDY dates for which the M&IE portion of the locality per diem rate is required, any unclassified site locations, the average cost of M&IE, and the number of personnel affected. Reports go to the PDTATAC, Chief at the mailing address or fax number on the title page of this publication, or at dodhra.mc-alex.dtmo.mbx.pdtatac-staff@mail.mil.

I. M&IE Portion of Flat Rate Per Diem is Exempt. The locations in Table 2-22 are deemed so remote that the traveler has very limited access to a food source for meals. The cost of meals exceeds the meals portion of the flat-rate per diem.

Table 2-22. Locations Exempt from M&IE Portion of Flat-Rate Per Diem

Location	Effective Date	Recertification Date
Wake Island	May 17, 2016	May 18, 2018
Johnston Island	May 17, 2016	May 18, 2018
Midway Island	May 17, 2016	May 18, 2018
Palau (Civic Action Team)	Feb 26, 2016	Feb 26, 2018

020312. Return to Permanent Duty Station (PDS) During Long-Term TDY

Long-term TDY means continuous travel for 31 days or more (other than deployment). For purposes of this provision, the return to the PDS location must be accomplished on non-duty days or during non-duty hours. Any expenses greater than what is allowed are the traveler's responsibility. The return must be either to the PDS location or to the place from which a traveler commute daily to the PDS location. There are two types of returns to the PDS location:

A. Authorized Returns.

1. Authorized returns must be authorized in the travel authorization.

2. Allowance is for the round-trip cost of transportation and per diem between the TDY location and the PDS location. No per diem is payable at the PDS location.

3. The AO may authorize or approve lodging retained at the TDY location during the authorized return as mission essential if the reasons for retaining the lodging are reasonable, necessary, and not merely for the traveler's convenience. Retain lodging is paid as a reimbursable expense, limited to the lodging portion of the locality per diem rate. When flat rate is paid at the TDY location, see 020311, "Flat-Rate Per Diem Reimbursement During TDY." No M&IE is payable at the TDY location.

Note: Periodic return travel to the PDS is not authorized for U.S. Coast Guard Service members.

B. Voluntary Returns. A TDY traveler may voluntarily return to the PDS or residence from which the traveler commutes daily to the PDS during non-duty hours or authorized leave periods.

1. No per diem or AEA is payable while at the PDS.

2. Reimbursement is for the lesser of these two: round-trip cost of the transportation used, plus the en route per diem, *or* what it would have cost had the traveler remained at the TDY location.

3. Lodging taxes are not included in the constructed cost when the TDY location is in the CONUS or a non-foreign location OCONUS because the taxes are reimbursable expenses and not part of lodging.

4. If the TDY location is in a foreign area, then lodging taxes are included in the computation because they are part of the lodging cost and not separately reimbursable.

5. For exceptions allowing retained lodging at the TDY location during voluntary returns, see Chapter 3, Part C and Chapter 6.

020313. Tax Impact of TDY Travel on a Civilian Employee

Long-term TDY may impact a civilian employee's taxes when the duration of TDY travel at one location is more than 365 consecutive days. Although the Government may consider this TDY travel, the Internal Revenue Service (IRS) may consider TDY of this duration as permanent and any travel and transportation allowances associated with that TDY as taxable income.

A. TDY Changes. If a TDY is expected to last less than one year, but the expectation changes some time during the TDY so that the TDY is anticipated to last more than one year, then the IRS may treat that TDY as temporary until the date that the expectation changed. Allowances from that date forward at that location become taxable income. Allowances received before the expectation changed are not taxable (see CBCA 2594-TRAV April 13, 2012).

B. Breaks Between TDYs. There must be a 7-month break between TDYs at one location to stop the IRS 365-day clock. When a TDY lasts less than 1 year at one location and the civilian employee returns to the PDS and then returns to the same TDY location for another TDY, allowances for the second TDY may become taxable. The IRS may consider the second TDY a continuation of the first TDY if at least 7 months have not elapsed since the first TDY ended.

C. Income Tax Reimbursement Allowance for Civilians (ITRA). An employee may partially offset the additional Federal, state, and local income tax liabilities that result from official travel through eligibility for an ITRA. The ITRA will not reimburse an employee for the full amount of the tax liability, as it takes into account only income taxes. The ITRA does not compensate for employment taxes (Federal Insurance Contributions Act or Medicare) on these amounts.

D. AOs Must Advise a Civilian Employee. An AO must advise each civilian employee of the potential obligations for additional income tax if a TDY is expected to fall within possible taxable time frames. State tax rules differ by state and locality. The AO should advise each civilian employee to consult a tax expert for guidance on the tax impact on specific situations. Refer to the Federal Travel Regulation, Section 301-11.604, for ITRA details.

F. Agency Liability. An AO must be aware that the Agency may be liable for the Agency portion of employment taxes related to the civilian employee's TDY travel.

020314. Impact of the International Date Line (IDL) on Per Diem

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

Table 2-23. IDL Impact on Per Diem

If…	Then…
crossing the IDL while traveling from West to East,	the traveler gains one day of per diem.
crossing the IDL while traveling from East to West,	the traveler loses one day of per diem.

020315. Other Circumstances Impacting a Traveler's Per Diem

A. Hospitalization. A traveler who is an inpatient is not authorized per diem reimbursements during hospitalization except for specific circumstances. Refer to Chapter 3, Part D for rules regarding inpatient and outpatient treatment.

B. Traveler Dies or Goes Missing While in a TDY Status. A traveler is authorized transportation and per diem through the end of the calendar day of the death. A traveler who is determined to be missing under the Missing Persons Act is authorized per diem through the end of the calendar day on which the traveler was declared missing (44 Comp. Gen. 657 (1965)).

C. Personnel Are Traveling Together and Travel Authorization Directs Limited or No Per Diem Reimbursement. The AO may direct personnel to travel together away from the PDS because the mission requires them to remain together, not just because it saves money. Per diem is not authorized, even at a reduced rate, on travel days when personnel are traveling together; the travel authorization directs limited or no reimbursement; and transportation, food, and lodging expenses are provided without costs to travelers.

1. The AO may authorize occasional meals and lodging when traveling, not at the TDY location.

2. The rules on personnel traveling together begin when a traveler departs the PDS location and end at 2400 on the day that a traveler arrives at the TDY location. Then, it begins again at 0001 on

the day that a traveler departs the TDY location and ends when the traveler returns to the PDS location. A civilian employee pays the food cost and operating expenses (surcharge) and is authorized reimbursement only for the food cost.

D. Per Diem Payment During Field Duty. Field duty is a specific status normally associated with war games and field exercises, and is so directed in the travel authorization. During field duty, the Government provides lodging and meals to the traveler. The lodging may be non-transient barracks or tents, and the meals may be field rations.

1. Per diem is not authorized for a Service member in a field-duty status or for a civilian employee providing noncombatant support, or while accompanying, a military unit that is on designated field duty. However, the senior commander in charge of an exercise, or a designee, may authorize per diem reimbursement if lodging is not available without charge or meals are not available without charge for an enlisted member. The Secretary concerned authorizes payment of per diem, including reduced per diem.

2. If a civilian employee pays the discounted GMR for meals consumed in a dining facility while on field duty or for field rations, then the civilian employee may be reimbursed the actual costs incurred. The AO may authorize occasional meals and lodging expenses when needed.

3. The field-duty rules on per diem begin 0001 on the day after arrival and end at 2400 on the day before the field-duty status ends.

4. The Secretary concerned may authorize a lower per diem for a Service member on field duty deployed OCONUS away from the PDS. The authorized rate is paid instead of the prescribed per diem rate and may be paid while the Service member is in field duty. The total per diem paid during the entire period is about equal to the per diem that would have been paid for the time not in a field duty status. The Secretary concerned may delegate the authority to a Department headquarters, bureau or staff agency chief, or Naval Systems Headquarters commander with no further delegation. When authorized, the reduced per diem rate is paid regardless of the location OCONUS.

E. Essential Unit Messing (EUM) for Meals. EUM refers to using the Government dining facility as a unit or group, and cannot be applied to an individual traveler. It may be required for operational deployments or training for certain courses, when the Secretary concerned, the Combatant Commander, or the Joint Task Force (JTF) Commander determines that it is essential for accomplishing training and readiness or is necessary for military operations.

1. EUM applies to organizational units, operational elements, operational deployments, or detachments. When EUM has been established, the Government provides meals to a Service member, and the M&IE is reduced to only the applicable incidental expenses. The AO may authorize occasional meals and lodging when necessary.

2. A civilian employee, when in EUM and in a training status, may receive the discount GMR. The civilian employee in EUM while supporting an operational deployment or contingency operation receives the incidental expenses portion of per diem and the discount GMR.

3. The rules on paying per diem for meals during EUM begin at 0001 on the day after arrival or the first full EUM day and end at 2400 on the day before EUM ends.

F. Per Diem While Aboard a Government Ship. Per diem for the arrival day on board and departure day are based on the port rates. Per diem is not authorized on the days of arrival and departure

from the ship, if the port is the traveler's PDS and meals are furnished with or without charge. The traveler is not charged lodging costs on a Government ship. Normally, a TDY traveler aboard a ship is provided meals without charge, making the traveler ineligible for per diem beginning at 0001 on the day after arrival through 2400 on the day before departing the ship.

1. If a civilian employee pays for meals aboard a Government ship, the current GMR is paid for each meal, unless the AO authorizes a different special rate. If the GMR is payable, reimbursement commences at 0001 on the day after arrival and terminates at 2400 on the day before the time aboard the ship ends.

2. If a civilian employee performs TDY ashore and is authorized to procure lodging and meals at personal expense, then the civilian employee may be reimbursed up to the maximum locality per diem rate.

3. If a traveler must retain lodging at the same or prior TDY location, then the actual daily lodging cost is paid, not to exceed the locality lodging per diem ceiling for the TDY location ashore.

G. Per Diem for TDY on a Foreign (Non-Government) Ship or TDY on a Ship Constructed by a Commercial Contractor (Acceptance Trials Before Commissioning). A Service member is not authorized per diem when the Government furnishes both quarters and all meals without charge.

1. If a Service member is required to retain lodging at the same or prior TDY location, then dual lodging is authorized in accordance with JTR rules.

2. The rules on paying per diem on a foreign ship, or a ship constructed by a commercial contractor, begins at 0001 on the day after arrival and ends at 2400 on the day before the status ends.

H. Per Diem While Traveling on a Commercial Ship—Travel of 24 or More Hours (Excludes Oceangoing Ferry). Per diem is based on the port's location for the arrival and departure days. A traveler is not authorized reimbursement for meals if they are furnished without charge or included as part of the accommodations.

1. A traveler is authorized reimbursement for meals equal to the furnished meal cost and the AO must set the meals portion of per diem equal to the anticipated expenses and indicate the circumstances warranting the rate.

2. If the AO establishes a per diem rate payable for travel of 24 or more hours on a commercial ship, the per diem commences at 0001 on the day after arrival and terminates at 2400 on the day before the status ends.

I. TDY In Connection with Fitting-out or Conversion of a Ship or Service Craft. Per diem is authorized for a Uniformed member during each fitting-out or conversion period. This period includes the day the ship is commissioned or service craft is placed in-service, and the day the ship is decommissioned or service craft is placed out of service. Per diem ends on the day the Uniformed member's assignment is changed from either of the following:

1. TDY in connection with fitting-out or conversion of a ship or service craft to permanent duty aboard that ship or service craft.

2. Permanent duty aboard the ship in connection with ship decommissioning or placement of the service craft out of service changes, even if that status change takes place before the ship

commissioning or decommissioning or before the date the service craft is placed in or out of service.

J. Per Diem While Traveling on a Car Ferry. If lodging on the car ferry is not required, then the M&IE while on the ferry is the rate applicable to traveler's location at 2400 on the day departing the ferry. If lodging is required, then:

1. Reimbursement for required accommodations is authorized unless included in the ferry transportation cost.

2. The daily per diem rate for the arrival day on the ferry through the day before the departure day from the ferry is equal to the highest CONUS M&IE rate.

3. On the departure day from the ferry, the M&IE rate is the rate applicable to the traveler's location at 2400 on that day.

K. Per Diem Not Allowed During Permissive TDY. Permissive TDY is TDY at no cost to the Government. See DoDFMR, Vol. 9 for more information.

L. Per Diem When Lodging and Meals Procured Under Contract. A contracting officer may contract for rooms and or meals for a traveler on TDY, or a group of travelers. The total daily amount the Government pays for a traveler's lodging and M&IE is limited to the applicable locality per diem rate for the location concerned or the authorized or approved AEA limit. When lodging and meals are contracted, reimbursement is limited to the incidental expense portion of per diem and is not authorized for other items or services paid for by a traveler.

M. Per Diem When Delaying Return Travel to Use Reduced Travel Fares. When the traveler elects to stay at a TDY location longer than required by the assignment to qualify for reduced transportation fares and the AO authorizes or approves the action, per diem or AEA for the additional time may be paid if both of the following conditions are met:

1. The delay does not extend the TDY time beyond the time when the traveler is required to be back at work at the PDS (B-192364, February 15, 1979; B-169024, May 5, 1970).

2. The delay does not exceed the cost of travel as originally planned.

N. Effect of Leave or Administrative Absence on Per Diem. A traveler is authorized per diem on a non-duty or non-workday away from a TDY site at a location other than the residence or PDS for personal reasons. Transportation costs are not authorized and the per diem is limited to the amount the traveler would have received at the TDY site.

O. Allowances When a TDY Is Abandoned. When a civilian employee abandons a TDY for personal reasons acceptable to the AO, either before reporting to the TDY location or before the assignment is complete, then only travel and transportation allowances to the abandonment point are allowed. If the personal reasons are unacceptable to the AO, then no travel and transportation allowances are authorized. Costs to return to the PDS are the civilian employee's responsibility unless the civilian employee completed the TDY.

P. Brief Stay in the PDS Vicinity during a TDY.

1. A civilian employee traveling between TDY locations who has to stop at the PDS airport in connection with the transportation and remain overnight at a hotel instead of going home or going to

the workplace may be eligible for travel allowances. The stay at the PDS vicinity is due to circumstances beyond the traveler's control and not for the traveler's convenience (GSBCA 16144-TRAV, November 14, 2003).

2. Per diem must be paid as specified in Section 0203, "Per Diem Allowance and Other Computation Rules."

Q. TDY Location Becomes PDS.

1. Service Member. When a Service member is on TDY and receives a PCS order that makes the TDY location the Service member's new PDS, the impact on travel allowances is as follows (for travel to the new PDS, see Chapter 5):

a. If the change is effective immediately, per diem at the TDY location stops effective on the day the Service member receives the PCS order.

b. If the change is effective on a specified future date, per diem continues for the TDY involved and the return to the old PDS.

2. Civilian Employee

a. Whenever possible, coordinate the civilian employee's TDY with the notice about a change to the PDS so that the civilian employee has time to return to the old PDS from the TDY location. This allows the civilian employee time to arrange for a residence sale, dependent and household goods (HHG) transportation, and travel to the new PDS in time to report for duty on the PCS effective date.

b. Payment of per diem stops on the date the civilian employee receives notice that the TDY location becomes the PDS, unless he or she is performing a TDY at the new PDS before the transfer is effective. In such case, per diem is paid and the TDY is terminated by a return to the old PDS, where the civilian employee performs substantial duty.

(1) The civilian employee is authorized PCS allowances if the transfer is in the Government's interest. See Chapter 5 for PCS allowances.

(2) If the PDS change is effective at some specific future date, and the civilian employee completes the TDY and returns to the old PDS before the PCS effective date, then return transportation and en route per diem are at TDY rates under the TDY order. The civilian employee and dependents are then eligible for PCS transportation and per diem from the old PDS to the new PDS under the PCS order. See Chapter 5 for PCS allowances.

(3) If the PDS change is effective immediately, or if the civilian employee completes the TDY and returns to the old PDS after the effective date of the PCS orders, then transportation and per diem from the TDY location to the old PDS are at the PCS transportation and per diem rates under the PCS order. The civilian employee and dependents are then eligible for PCS travel from the old PDS to the new PDS, also under the PCS order. See Chapter 5 for PCS allowances.

(4) When the civilian employee returns to the old PDS from the TDY location that becomes the new PDS, no per diem is payable at the old PDS, regardless of whether the return is before or after the effective date of the PCS order.

R. Return to PDS Directed During Non-Workdays. The AO may require a traveler to return to

the PDS for non-workdays provided the conditions below are met:

1. Expense for round-trip transportation and per diem or AEA en route is less than the per diem or AEA that would have been paid had 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 return from the PDS is not adversely affected.

4. The travel authorization states the traveler must return to the PDS for non-workdays.

S. Navigational Proficiency Flights. A Service member is not authorized per diem for a navigational proficiency flight when the flight is authorized or approved at the Service member's request.

0204 MISCELLANEOUS REIMBURSABLE EXPENSES

Table 2-24. Miscellaneous Expenses Not Listed Elsewhere
1. Late payment fee on the Government Travel Charge Card (GTCC), incurred through no personal fault of the traveler, due to a mission-critical status (for example, when the traveler is unable to file a voucher due to circumstances specific to travel or when the AO does not approve the travel within 30 days, in accordance with DoDI 5154.31, Vol. 4).
2. Expedited delivery charges for the GTCC—when the AO authorizes or approves.
3. An international transaction fee of up to 1 percent for qualifying transactions charged by the GTCC, as listed on the billing statement.
4. A merchant surcharge of up to 4 percent on the GTCC.
5. Storage of property used on official business—when the AO authorizes or approves.
6. Foreign currency conversion fees, including cash conversions if necessary (based on the currency exchange rate at which an authorized expense was charged). Fees charged by hotels and restaurants when the GTCC is charged using U.S. dollars instead of the local currency may not be reimbursed as a separately reimbursable expense and must be included on the receipts as part of the overall cost for the OCONUS expenses. Losses from currency conversion are not reimbursed.
7. Charges for immunizations, inoculations, and other disease-preventive medical prophylaxes that are required for official travel OCONUS, but are not available through a Federal dispensary. Only the cost of the immunization or inoculation is reimbursable, not the medical office visit.
8. The cost of a birth certificate or other acceptable evidence of birth, when required for official travel to foreign locations.
9. Guide services—when the AO authorizes or approves.
10. Interpreter services—when the AO authorizes or approves.
11. For costs related to a change in status or obtaining a visa, passport, or green card, when required for official travel, reimbursement is authorized for: required photographs; mandatory biometric fees; dependent fees (for example, United Kingdom Clearance fee); legal fees, if required by local laws and customs for obtaining and processing applications; inoculations and other disease-preventive measures (see item 7). Lawyer retainer fees are not reimbursable. Official travel is normally on a no-fee passport. The AO may authorize use of a tourist passport when travel is to a high-threat or high-risk airport by commercial air... Check the DoD Foreign Clearance Guide for requirements and warnings before traveling to foreign countries, https://www.fcg.pentagon.mil/fcg.cfm.
12. Automatic teller machine fees in locations OCONUS only when the AO authorizes the expense in advance and after it was approved through the Secretarial Process by no lower than an O-6 or equivalent. The traveler must document that the GTCC cannot be used for security or local

Table 2-24. Miscellaneous Expenses Not Listed Elsewhere
infrastructure reasons when traveling OCONUS. The reimbursement is limited to the fees that the traveler could incur, based on the amount of cash advance that was authorized in the travel authorization.
13. The AO may authorize or approve reimbursement for the following costs related to military working dogs: Transportation cost of a military working dog, whether included in the handler's fare or when billed separately to transport the dog as cargo. Kennel-handling fees at the air terminal for military working dogs. Lodging fees and kennel handling fees at an airport or place of lodging for a military working dog. Cleaning fees for a rental vehicle when transporting a military working dog.

0205 SHIPMENT AND STORAGE OF HHG WHILE ON TDY

020501. Shipment of HHG by a Service Member

A. Eligibility. A Service member who is on TDY for 31 or more days may be eligible for travel allowances to ship HHG.

B. Allowances. Service members must comply with the limitations on weight and transportation for shipping HHG.

1. TDY Weight Allowances

a. The AO may authorize or approve shipment of HHG up to the weight allowance in Table 2-25 designated for the Service member's grade. In addition to the HHG weights authorized in Table 2-25, the AO may also authorize shipment of professional books, papers and equipment as specified in par. 5268 and required medical equipment as specified in par. 5192.

(1) The Service member's grade on the day travel begins determines which weight allowance is allowed. If the travel authorization is amended, modified, cancelled, or revoked, HHG must be transported to the proper destination at Government expense (see par. 5208).

(2) On a case-by-case basis, the Secretary concerned may authorize a higher TDY HHG weight allowance, up to 1,000 pounds, for a Service member below grade O-7. The higher weight allowance may be authorized when failure to increase the TDY weight allowance would create a significant hardship for Service member.

(a) The TDY HHG shipment is in addition to, and does not include the weight of, any authorized unaccompanied baggage or any accompanied baggage included on a passenger transportation ticket.

(b) The weight of the TDY HHG is the actual unpacked and uncrated weight. The Transportation Officer should establish this weight before packing if possible. For details on determining the net shipping weight of HHG, see pars. 5202, 5204, and 5206.

(c) When a Service member is ordered from a TDY location to a new PDS, or when a TDY location becomes the new PDS, the weight of the TDY HHG shipment allowed is in addition to any weight allowance for PCS HHG shipments.

Table 2-25. TDY HHG Weight Allowance (Pounds)	
Grade Includes an RC member and an Army or Air Force officer holding a temporary commission	**Weight Allowance**
Officer Personnel	
O-10	2,000*
O-9	1,500
O-8 and O-7	1,000
O-6, O-5, O-4, W-5, and W-4	800
O-3, O-2, O-1, W-3, W-2, and W-1	600
Enlisted Personnel	
E-9	600**
E-8	500
E-7 to E-1, and Aviation Cadet	400
Service Academy Cadet or Midshipman	350

**The Secretarial Process may authorize additional weight, up to 2,000 lbs. (up to 4,000 lbs. total), for the Chiefs of Staff, U.S. Air Force and U.S. Army, the Chief of Naval Operations, the Commandant of the Marine Corps, and the Commandant of the Coast Guard.*

***A Service member selected as Senior Enlisted Advisor to the Chairman of the Joint Chiefs of Staff, Sergeant Major of the Army, Master Chief Petty Officer of the Navy, Master Chief Petty Officer of the Coast Guard, Chief Master Sergeant of the Air Force, or Sergeant Major of the Marine Corps, who requires a TDY HHG weight allowance, is authorized 800 lbs. for a TDY order issued on or after receiving notice of selection to that position and for the remainder of the member's military career.*

2. PCS Weight Allowance for Shipping HHG during TDY

a. For the following situations, the Service member's PCS weight allowance as specified in par. 5200-B, may be shipped, in addition to the authorized or approved TDY shipment of HHG in Table 2-25. Circumstances and locations warranting the addition of the PCS HHG weight allowance to the TDY HHG shipment are the following:

(1) A PCS with TDY en route (see par. 5284-A).

(2) Orders directing a TDY with no return to the PDS, or directing the TDY pending further assignment. If the Service member is required to vacate Government quarters, then HHG may be either packed and moved from the Government quarters to private sector housing in the old PDS vicinity, or placed in non-temporary storage (NTS) under par. 020503.

(3) When a travel authorization for a TDY does not specify the duration and Section 0312, "Indeterminate TDY (ITDY)" applies.

(4) TDY performed under an order pending a PCS to a PDS OCONUS. HHG may be shipped to any combination of the following locations:

(a) PDS OCONUS.

(b) Any location in the CONUS that the Service member specifies.

(c) An NTS location (see par. 020503).

b. For a TDY under an order pending a PCS assignment to a ship, the following apply:

(1) Other than a PCS assignment to a ship described as "unusually arduous sea duty" or considered as possible or likely to be at sea for a year or longer. PCS HHG weight allowances are authorized as specified in par. 5200-B. HHG may be transported to a combination of the following:

(a) The ship's home port.

(b) From Government quarters to private sector housing in the old PDS vicinity if required to vacate Government quarters.

(c) NTS identified in par. 020503.

(2) When a PCS assignment is described as "unusually arduous sea duty" or considered as possible or likely to be at sea continuously for a year or longer. PCS HHG weight allowances are authorized as specified in par. 5200-B. The designation of a ship, unit, or afloat staff as "unusually arduous sea duty" must be specified in writing through the Secretarial Process. HHG may be transported to any combination of the following:

(a) The duty station OCONUS.

(b) Any location in the CONUS the Service member specifies.

(c) NTS identified in par. 020503.

c. A Service member on a TDY order in connection with building, fitting out, converting, or reactivating a ship is authorized PCS HHG weight allowances as specified in par. 5200-B if the TDY order directs duty on board when the ship is commissioned. The destination options for where to transport HHG depend on whether the sea duty is unusually arduous. If the sea duty:

(1) Is not specified as "unusually arduous," then HHG may be transported to a combination of the ship's home port and NTS under par. 020503.

(2) Is specified as "unusually arduous" or considered as possible or likely to be at sea continuously for a year or longer, then HHG may be transported to a combination of any location in the CONUS the Service member specifies and NTS under par. 020503.

3. Transportation

a. The transportation methods in par. 5210 apply.

b. A Service member on a TDY order may ship HHG anywhere if the origin is the TDY location or from anywhere if the destination is the TDY location. However, the reimbursement is limited to what it would have cost to ship the HHG between these authorized points:

(1) From the PDS—or home or PLEAD for an RC member—to the TDY location.

(2) TDY location to TDY location.

(3) From the last TDY location to the old or new PDS (see par. 5320 for a Service

member released or separated from active duty from the TDY location). If the TDY is pursuant to an order directing no return to the PDS, pending further assignment, indeterminate TDY, or in connection with a PCS, refer to pars. 020501-B2a(1), 020501-B2a (2), and 020501-B2a (3), "Shipment of HHG by a Service Member: Allowances," for locations between which shipment is authorized.

c. HHG not authorized or approved for transportation, or not within the Service member's TDY weight allowance must not be transported with authorized HHG. The Service member must arrange separate transportation of such articles at personal expense. If a HHG shipment at Government expense is discovered to include unauthorized articles, then the Service member is financially responsible for reimbursing the Government all costs expended to transport the unauthorized articles. If the cost of the articles improperly transported cannot be established, see par. 5206.

d. Service regulations may restrict the type of HHG shipped to a TDY location based on unusual circumstances, such as local customs, laws, or military necessity of the mission. Any restrictions or limits on the content of the HHG authorized for shipment must be stated on the travel authorization.

C. Lost or Destroyed HHG.

1. When an original HHG shipped while on TDY is destroyed or lost during transport, through no fault of the Service member, a replacement shipment within the authorized weight allowance may be made at Government expense (68 Comp. Gen. 143 (1988)).

2. A designated Service representative may authorize or approve forwarding an authorized HHG shipment while on TDY to the proper destination when, through no fault of the Service member, the HHG shipment is misdirected or otherwise separated from the Service member.

020502. Storage in Transit and Special Storage of HHG by a Service Member

HHG storage for a Service member may be authorized as either "storage in transit" (SIT) or "special storage."

A. Storage in Transit (SIT) Eligibility. A Service-designated official may authorize or approve SIT as necessary for reasons beyond the Service member's control if the Service member is either on a PCS with a TDY or deployment en route or is on a TDY or deployment for 90 days or less.

B. SIT Allowances. The Service member's HHG, up to the TDY weight allowance, may be placed in SIT.

Note: See Chapter 5 when HHG are in SIT and the Service member is on a PCS with deployment or TDY for 91 or more days, or for an indefinite period.

C. Special Storage Eligibility.

1. Active-duty Service Member. The Secretarial Process may authorize or approve special storage when a Service member is on a TDY or deployment for 91 or more days, or an indefinite period, and no PCS is involved.

2. RC Member. The Secretarial Process may authorize or approve special storage for an RC member who is called or ordered to active duty under emergency or extenuating circumstances for reasons other than training and who is ordered to a TDY for any length of time or to a deployment.

D. Special Storage Allowances. The Service member's HHG, up to the PCS weight allowance, may be placed in special storage when authorized or approved. Storage costs include shipment, drayage, packing, crating, unpacking, and uncrating necessary to place HHG into or remove them from a storage facility. See Chapter 5 for storage facility selection. Special storage cannot be authorized or approved for a Service member who is authorized a "home of selection" allowance and has HHG in NTS when recalled to active duty.

E. Storage after TDY or Deployment. HHG storage may continue for up to 90 days after the TDY or until deployment is completed. Extensions to this 90-day period may be authorized in accordance with par. 5242.

020503. NTS by a Service Member

A. NTS Eligibility. NTS is authorized only when a Service member is ordered on a PCS with TDY en route or while on a TDY in the situations listed in Table 2-26.

B. NTS Allowances. NTS begins on the day the travel authorization is issued and continues for as long as any of the situations in Table 2-26 exist. NTS may continue for 90 days or less after the TDY or until deployment is completed. Extensions to this 90-day period may be authorized in accordance with par. 5242.

Table 2-26. NTS While on a TDY

If…	Then the last day of storage is…
the TDY is without a return to the PDS or is pending further assignment,*	the departure day from the TDY location when an order assigns a new PDS.
the TDY is an ITDY,**	the departure day from the last TDY location before proceeding to the new PDS.
the TDY is pending an assignment OCONUS or to a ship,*	the departure day from the last TDY location before proceeding to a location OCONUS or to the assigned ship.
the TDY is in connection with building, fitting out, converting, or reactivating of a ship and duty aboard the ship when commissioned,*	the ship's arrival day at its assigned home port.

For more information about the above situations, refer to par. 020501-B2 and Section 0312**.*

020504. Removal of HHG from Storage by a Service Member

A. Delivery out of Storage. Delivery of HHG out of storage is authorized at Government expense as long as the travel authorization and the transportation allowances are valid, regardless of the length of time in storage. This includes shipments that have been converted to storage at the Service member's expense.

B. HHG Shipment after Storage. When applicable, HHG may be shipped to any point in the CONUS in accordance with par. 5296. HHG stored as specified in par. 5242 or under one of the following conditions may be transported to any subsequent PDS:

1. A TDY order that is without return to a PDS or pending further assignment.

2. A TDY order pending assignment to a location OCONUS or to a ship.

3. An ITDY order.

020505. Shipment of HHG by a Civilian Employee on TDY

A. Eligibility. A civilian employee on TDY for 31 days or more may be authorized or approved unaccompanied baggage. No other HHG shipment is authorized in connection with a long-term assignment treated as a TDY.

Note: For a civilian employee on a TDY lasting between 6 months and 30 months that is treated as a temporary change of station, see Chapter 5.

B. Allowance. The unaccompanied baggage weight limit is 350 pounds. Unaccompanied baggage is limited to additional clothing, personal effects, and equipment directly related to the mission, locality, or unusual conditions of the TDY. No authorization exists for excess accompanied baggage when unaccompanied baggage is authorized.

0206 TRAVEL IN AND AROUND THE PDS

The DoD installation, base, or senior commanders must establish, in a written directive, the local area within which DoD travelers are eligible for reimbursement, even if they come from different commands, units, installations, or Agencies (59 Comp. Gen. 397 (1980)). If the activity does not have a senior commander or is not located on a military installation, then the senior official determines the local area for that PDS location. The "local area" is defined as the area within the PDS limits and the metropolitan area around the PDS served by the local public transit systems; the local commuting area as determined by the AO or local Service or DoD Agency; and the separate cities, towns, or installations among which the public commutes on a daily basis. An arbitrary distance radius must not be defined for the local commuting area.

020601. TDY within the PDS Local Area but outside the PDS Limits

A. Eligibility. A Service member or civilian employee who requires overnight lodging in the PDS area to perform a TDY in the vicinity of, but outside the PDS limits may be eligible for travel allowances.

B. Allowances.

1. Transportation. The AO may authorize the transportation selected in accordance with par. 020203 and reimbursement of the transportation expenses as specified in Chapter 2.

2. Per Diem

a. The AO may authorize per diem if the travel period is more than 12 consecutive hours and overnight lodging is required.

b. Per diem is not authorized for a TDY performed outside the PDS limits even if it is in the vicinity of the PDS, unless overnight lodging is required.

020602. TDY within the PDS Limits under Emergency Circumstances

A. Eligibility.

1. A traveler delayed in the PDS vicinity because of unavoidable weather-related circumstances beyond the traveler's control, such as a hurricane or snow storm, that cause a transportation delay after returning from a TDY may be eligible for travel allowances (CBCA 2371-TRAV, May 18, 2011).

2. Competent authority may authorize travel and transportation allowances for a Service member who performs duty under all of the following circumstances:

a. During emergencies that threaten injury to human life or damage to Federal Government property.

b. At a location within the PDS limits.

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

d. At overnight accommodations used for duty .

B. Allowances

1. Refer to Section 0202 for transportation allowances.

2. Per diem is payable in connection with eligible transportation delays at the PDS (CBCA 2371-TRAV, May 18, 2011) in accordance with par. 020310.

020603. Travel within the PDS Local Area

Refer to par. 020315 for stops at the PDS airport between TDY locations.

A. Eligibility. Service member or civilian employee who travels in the local area of the PDS on official business may be eligible for the travel allowances.

B. Allowances

1. Transportation

a. The AO may authorize or approve reimbursement for transportation expenses incurred in the PDS area for travel during official duty hours:

(1) Between either the office or duty point and another place of business.

(2) Between places of business.

(3) Between the residence and place of business other than the office or duty point.

b. Commercial transportation reimbursement is authorized or approved only if the expenses incurred for travel exceed the expenses ordinarily incurred when the traveler commutes to the

PDS workplace. Reimbursement is for actual and necessary expenses that exceed the everyday cost incurred for:

(1) Local public transit when tokens, tickets, or cash fares are not provided.

(2) Taxi fares.

(3) Hire and operation of a rental vehicle, including necessary parking fees.

c. Travel by a POV may not be directed, but may be permitted. Reimbursements are made only to the traveler responsible for the POV's operating expenses regardless of the number of passengers or which passenger contributes funds to defray the POV's operating expenses. When a POV is authorized or approved, reimbursement is for:

(1) Mileage based on the vehicle's odometer readings.

(a) If the traveler ordinarily uses a POV to travel to and from the residence and POV travel is authorized or approved between the residence or the PDS, and one or more alternate work sites within the local area, the TDY mileage rate is reimbursed for the distance that exceeds the normal commuting distance.

(b) If the traveler does not ordinarily travel by POV to and from home, and POV travel is authorized or approved between the residence or the PDS, and one or more alternate work sites within the local area, TDY mileage is reimbursed for the distance driven, less the traveler's ordinary transportation cost to get to work and back to the residence.

(2) Actual cost for parking fees; ferry fares; and bridge, road, and tunnel tolls, as well as for mandatory trip insurance for travel in foreign countries.

d. If a POV and public transportation are authorized or approved for travel between the residence and one or more alternate work sites within the local area, the traveler is reimbursed all of the following:

(1) The TDY mileage rate for POV use to travel to and from the commercial transportation stop, station, or terminal for the distance that exceeds the commuting distance to the regular work site.

(2) The POV's parking fees.

(3) The cost of using the local public transit system when tokens, tickets, or cash fares are not provided.

e. A Service member who visits a medical facility in the local area may receive a transportation allowance.

(1) A Service member who is *ordered* to travel to a medical facility in the local area to obtain a physical examination, a medical diagnosis, or medical treatment is on official business and must be reimbursed for transportation when Government transportation is not provided. Reimbursement is authorized for transportation for additional appointments to complete a required physical examination.

(2) A Service member who *voluntarily* travels to a medical facility to obtain a

medical diagnosis or treatment is not on official business and is not authorized reimbursement for transportation.

f. A civilian employee may have to pay taxes on reimbursements received for local travel.

(1) Reimbursement of local travel to and from the civilian employee's residence and the alternate work location is taxable as wages when the civilian employee is both:

(a) Expected to work at a temporary or alternate location for more than one year and for more than 35 workdays in a calendar year.

(b) Traveling daily between the residence and a temporary or alternate work location within the general commuting area and to and from the residence within a day.

(2) If there is an expectation that the civilian employee will work at a temporary or alternate location for more than 35 workdays in a calendar year, the AO must advise the civilian employee of the potential Federal, state, and local income tax obligations. Tax rules may differ by state and locality.

(3) The ITRA outlined in par. 020313 does not apply to local travel.

2. Per Diem. Per diem allowances are listed in Table 2-27.

Table 2-27. Per Diem within the Local Area

Per Diem is Authorized…	Per Diem is Unauthorized…
For a traveler who detaches (signs out PCS) from the old PDS, performs a TDY en route elsewhere, and returns on a TDY en route to the old PDS is authorized per diem at the old PDS (B-161267, August 30, 1967). For a Service member receiving per diem for incidental expenses under the Pay and Allowance Continuation Program (see DoDFMR Vol. 7A, "Military Pay Policy-Active Duty and Reserve Pay").	For a Service member who travels or has a TDY within the PDS limits. For a civilian employee who travels or has a TDY within the PDS limits or within the vicinity of or at the residence from which the commute takes place daily to the official station (CBCA 1795-TRAV, March 12, 2010, B-318229, December 22, 2009). At the old or new PDS for a TDY en route in connection with PCS travel. This applies even if the traveler vacated the permanent residence at the old PDS and was in temporary lodging during the TDY. For a Service member hospitalized at the PDS.

3. Occasional Meals and Lodging. Occasional meals and lodging are authorized as specified in par. 020305 for a Service member who escorts:

a. An entire Arms Control Inspection team within the PDS limits.

b. One or more members of an Arms Control Inspection team engaged in activities within the PDS limits that relate to the implementation of an arms-control treaty or agreement during the in-country period referred to in the treaty or agreement (37 U.S.C. § 494).

020604. Taxi Use Incident to Authorized Work outside Regularly Scheduled Working Hours

A. Eligibility. A Service member or civilian employee, who depends on public transportation for travel, is eligible for travel allowances if officially authorized to work outside of regular working hours and is traveling during hours of infrequently scheduled public transportation or darkness.

B. Allowances. The official who authorized duty outside the regular working hours or the traveler's supervisor, if such authority has been delegated, may authorize or approve reimbursement for taxi fares between the office or duty site and residence, in accordance with Service and DoD Agency regulations (58 Comp. Gen. 188 (1978); B-171969.42, January 9, 1976; B-202836, November 19, 1981; and B-307918, December 20, 2006).

020605. Recruiting Expense Reimbursement

A. Eligibility. An Armed Forces member who is permanently assigned to a recruiting organization and performing recruiting duty as either a primary or additional duty is eligible for reimbursement of specific costs involved in the performance of official duty.

B. Allowances. A recruiter is authorized a reimbursement limited to $75 per month unless an exceptional monthly expense justifies exceeding this threshold for the 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 in 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.

6. Personally procured and consumed meals at non-Government events when the following conditions apply:

a. A meal is integral to the event and the recruiter is required to participate because of his or her assigned duty.

b. Attendance during meal time is required to fully participate in the function.

c. The recruiter is not free to take the meal elsewhere without being absent from the event's essential purpose.

7. Reimbursement is not authorized for:

a. Expenses covered or prohibited by other Service regulations or elsewhere in the JTR.

b. Meals purchased for personal consumption.

8. Service regulations may authorize a funds advance.

020606. Recruiter-Related Parking Expenses

A. Eligibility. A DoD Service member or a civilian employee who incurs parking expenses while on official duty is eligible for reimbursement when assigned to the following types of duty:

1. Serving as a recruiter for the Armed Forces.

2. Assigned to an Armed Forces military entrance processing facility.

3. Detailed for instructional and administrative duties at any institution where a Senior Reserve Officer Training Corps unit is located.

B. Allowances. The traveler is authorized reimbursement for the portion of the monthly parking expenses that exceeds $25. This reimbursement is limited to $200 in any month.

1. The reimbursement covers all expenses for parking a POV at the PDS work site or TDY location.

2. The statutory authority for reimbursement of parking expenses does not include any parking that is contracted in advance.

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CHAPTER 3: TDY TRAVEL

PART A: BUSINESS TRAVEL

0301 Routine Temporary Duty (TDY)

030101. Common Business Travel

A. Eligibility. A Service member or civilian employee may be eligible for travel allowances on a routine TDY when:

1. Performing operational or managerial activities, such as site visits, inspections, or investigations to oversee program activities or grant operations, or to manage activities for internal control; carrying out an audit, inspection, or repair.

2. Providing technical assistance.

3. Attending meetings to discuss general agency operations or topics of general interest, or to review status reports.

4. Acting as an attendant to a traveler with a special need or disability when the appropriate authority determines that the traveler is incapable of traveling alone on official business (56 Comp. Gen. 661 (1977)).

5. The Component head or designee determines that circumstances justify sending an official representative to a funeral.

6. The Component head or designee determines that circumstances justify sending an official representative to a change-of-command ceremony.

B. Allowances. A traveler on routine TDY ordinarily receives the transportation and per diem allowances specified in Chapter 2. However, depending on the reason for travel, who travels, and other circumstances, other computation rules may apply and impact the amount that a traveler is reimbursed. The AO must verify that the traveler does not meet the conditions addressed elsewhere in Chapter 3.

030102. TDY Before Reporting to the First Permanent Duty Station (PDS)

If a new civilian employee or appointee is required to perform TDY before reporting to the first PDS, then he or she is authorized the standard travel and transportation allowances specified in Chapter 2.

0302 Conferences (Not for Training)

Refer to Section 0321, “Conferences for Training,” for allowances available to a traveler who attends a conference for training purposes.

030201. Conference Attendance and Participation

A. Eligibility. A traveler may be authorized to attend a conference or meeting that contributes to improved conduct, supervision, or management of a Uniformed Service's or Department of Defense (DoD) Component's functions and activities (5 U.S.C. § 4110 and 37 U.S.C. § 455). Participation and attendance may also be authorized to maintain and improve professional competency if funds are available and work responsibilities permit. Attendance at technical, scientific, professional, or similar meetings, as well as private membership in non-Federal societies and organizations, may also be authorized (38 Comp. Gen. 800 (1959)).

1. Government-Sponsored Conferences. Attendance at Government expense may be authorized when the traveler's attendance at a conference is required or related to executing official duties, for conducting Government business. This includes:

a. Conferences sponsored or co-sponsored by a Federal Agency.

b. Conferences of state or municipal government organizations, or of international agencies in which the Federal Government is officially participating.

c. Conferences of a group of individuals representing private interests, but convened for one of the purposes referenced above.

2. Conferences not Sponsored by Government. Conference attendance at non-Federal technical, scientific, professional, and comparable private-membership organizations may be authorized, subject to Service or DoD Component regulations and in accordance with DoD 5500.7-R, "Joint Ethics Regulation (JER)," which specifies the regulations on acceptance of payment from a non-Federal source for travel expenses.

a. A Service member or a civilian employee may attend conferences at Government expense to further Service or DoD Component programs; present scientific and technical papers that advance the development of U.S. resources; and maintain an effective professional, scientific, technical, managerial, and supervisory workforce.

b. An appropriate security officer at the traveler's activity should examine the security implications for attendance at all meetings and conferences conducted or sponsored by private or international organizations. Service members and civilian employees who attend such meetings must be briefed about security implications, when necessary, before attendance.

B. Allowances.

1. Conference registration fees authorized in the travel authorization or approved on a travel claim voucher are reimbursable. The travel authorization should state:

a. Whether or not the conference registration fee includes charges for meals and, if so, the number of meals and the dates furnished. The proportional meal rate (PMR) applies on any day that the cost for one or two meals is included in the conference registration fee (see Chapter 2).

b. When the conference registration fee includes lodging without charge and, if so, the number of lodgings and the dates furnished. Only the appropriate and applicable PMR or TDY locality

meal rate and incidental expenses (M&IE) rate is paid. If all three meals are provided, then the traveler receives the incidental expenses portion of per diem only.

2. Identify the cost of each meal, whether included in a conference registration fee or contracted separately, at a Service- or DoD Component-sponsored conference or meeting. The total amount paid by the Government for meals, limited to the locality meal rate prescribed for the TDY location if travel is involved, or the meeting location when travel is not involved, unless actual expense allowance (AEA) reimbursement for the meals is authorized or approved by the AO. When travel is involved, the maximum contracted amount for one or two meals is limited to the difference between the locality meal rate and the PMR.

C. Reimbursement.

1. The conference registration fee may be reimbursed when attendance is authorized for a conference in the local area that is not held at the PDS and does not involve travel or per diem, and for which a travel authorization is not issued.

2. Charges or fees for light refreshments or snacks are reimbursable *only* when included as part of the conference registration fee. However, when the only purpose for a registration fee is to provide light snacks or refreshments, it is not reimbursable.

Note: Conference registration fees, meals, lodging, travel, or other expenses required for conferences or training at the PDS cannot be paid as travel allowances per 37 U.S.C. §474. Authority to pay related training costs at the PDS is in 10 U.S.C. §2013; 5 U.S.C. §4109; 42 U.S.C. §218a; and 14 U.S.C. §469.

3. Entertainment expenses for social events, such as ice breakers, and other personal expenses not directly required by official duties are not reimbursable.

D. Funds Advance. Advance payment of discounted conference registration fees (Federal Travel Regulation (FTR) §301–74.25) is a common practice when conference planners offer discounted "early bird" registration fees, which are available in the months before the conference begins. If an individually billed Government Travel Charge Card (GTCC) is used to take advantage of such specials, a traveler should receive an oral or written authorization to register early and charge the conference registration fee to the GTCC. A written authorization to attend the conference is required to claim reimbursement for the discounted conference registration fee as soon. When the authority to register early is oral, the written authorization must reference the oral authority for the early conference registration. This does not prevent other payment methods for advance conference registration fees, such as a Government Purchase Card.

E. Traveler is Unable to Attend an Event for which Reimbursement Was Made (adopted from FTR §301–74.26). When a traveler cannot attend an event for which a discounted conference registration fee was paid and then is reimbursed before the event, the traveler must seek a refund of the fee and repay the Government for the advance with any refund received.

1. If no refund is made, then the Service or DoD Component concerned must absorb the advanced payment cost as a preparatory travel expense if the traveler's failure to attend the event was caused either by a decision of the Service or DoD Component concerned or for a reason beyond the traveler's control that is acceptable to the Service or DoD Component concerned, such as an unforeseen illness or emergency.

2. If no refund is made, and the traveler's failure to attend the scheduled event is due to a reason unacceptable to the Service or DoD Component concerned, the traveler must repay the amount advanced.

0303 Reserve Component (RC) Travel (Other Than Training)

"Reserve Component" (RC) refers to the Army Reserve, the Navy Reserve, the Marine Corps Reserve, the Army National Guard of the United States, the Air Force Reserve, the Air National Guard of the United States, the Coast Guard Reserve, and the Reserve Corps of the Public Health Service (37 U.S.C. §101).

030301. RC Member Performing Active Duty with Pay Who Commutes

A. Eligibility. An RC member on an official order who travels daily between the duty location and either the primary residence or place from which entered (or called) to active duty (PLEAD) may be eligible for travel allowances (see par. 032301).

B. Allowances. The allowances for an RC member who commutes are specified in Table 3-1. In such circumstances, the commuting RC member may begin travel from a location other than the primary residence.

Table 3-1. RC Member Commutes

If…	Then…
both the primary residence and place of active duty are in the corporate limits of the same city or town,	travel and transportation allowances are not authorized for travel between the primary residence and the place of active duty.
the RC member commutes daily between the primary residence and the place of active duty, and both are not in the same corporate limits or town, regardless of the commuting area,	travel and transportation allowances are not authorized for travel between the primary residence and the place of active duty. However, the RC member is authorized the applicable TDY automobile or motorcycle mileage rate for one round trip for the duration of the duty (not daily) between the duty location and one of the following: ● Primary residence. ● Place of assigned unit. ● Place from which called or ordered to active duty, limited to the cost for travel between the duty location and primary residence.
the AO or installation commander determines that both the primary residence and place of active duty are within reasonable commuting distance of each other in accordance with Section 0206, "Travel in and around the PDS," and the duty involved permits commuting,	
the AO or installation commander determines that the primary residence and place of active duty are within reasonable commuting distance as established in accordance with Section 0206, "Travel in and around the PDS," the duty permits commuting, and Government quarters or a Government dining facility are unavailable during a required overnight stay (see Chapter 2 for documentation requirements),	the RC member's commanding officer may authorize reimbursement for actual expenses for all meals and lodging (see Chapter 2) other than the meal ordinarily procured when commuting.
the commuter travels locally at the active-duty	see Chapter 2 for local travel.

location,	

030302. RC Member Performing Active Duty with Pay Who Does Not Commute

A. Eligibility. An RC member on official orders who does not commute daily, but travels between the duty location and the primary residence or PLEAD, which are outside the local area of the duty location, may be eligible for travel allowances (see pars. 032301 and 032302).

B. Allowances.

1. 180 or Fewer Days at Any One Location (with No Break in Service)

The standard travel and transportation allowances specified in Chapter 2 for TDY are payable.

a. If the RC member begins travel from a PLEAD other than the primary residence, then transportation allowances are authorized from the PLEAD to the duty location, and return to the PLEAD or primary residence. However, the reimbursement is limited to what it would have cost for transportation had the traveler only traveled between the RC member's primary residence and duty location.

b. When the original duty period is extended due to unforeseen circumstances, standard travel and transportation allowances continue for the entire period as long as the days remaining on the existing order, plus the number of days added by the extension, total 180 or fewer days.

2. 181 or More Days at Any One Location (with No Break in Service) When the RC Member Does Not Commute

a. An assignment that lasts for 181 or more days at one location becomes a PCS (see Chapter 5). Per diem is not payable at the PCS location.

b. When an original order is amended to extend the TDY to 181 or more days, the TDY location becomes a PDS. Travel and transportation allowances are not payable beginning from the day of the amended order.

c. The standard travel and transportation allowances specified in Chapter 2 may be authorized when the Secretarial Process determines that the call to active duty or an extension is required by any of the following:

(1) Unusual circumstances.

(2) Emergency circumstances.

(3) Contingency operations.

(4) Exigencies of the Service concerned.

C. Muster Duty. A Service member on Muster Duty earns pay for the assignment, but is not authorized travel and transportation allowances (see the DoDFMR, Vol. 7A, par. 580205.A).

030303. RC Member Performing Active Duty without Pay

A. Eligibility. An RC member who is not a dual-status military technician and is performing active duty without pay for any reason other than training may be eligible for travel allowances.

B. Allowances. An RC member performing active duty without pay may be authorized or approved reimbursement for:

1. Mileage at the authorized automobile or motorcycle mileage rate for travel to and from the duty station, including travel required in connection with a qualifying physical examination or conditions precedent to the duty involved.

2. Occasional meals or occasional lodging (see par. 020305).

C. Reimbursement. Travelers are not authorized per diem and AEA at the PDS (44 Comp. Gen. 615 (1965); 46 Comp. Gen. 319 (1966)).

030304. Dual-Status Military Technician Performing Active Duty without Pay

A. Eligibility. A dual-status military technician (10 U.S.C. §10216) on leave from technical employment and performing active duty without pay (5 U.S.C. §6323(d)) outside the United States may be eligible for travel allowances (see pars. 032301 and 032302).

B. Allowances. A dual-status military technician can be authorized per diem through the Secretarial Process.

0304 Retired Service Member Recalled to Active Duty

This section does not apply to a Service member traveling in connection with a periodic physical examination (see Chapter 3, Part D).

030401. Retired Service Member Called or Ordered to Active Duty (with or without Pay)

A. Eligibility. A retired Service member receiving retainer pay who is called or ordered to active duty, on the Temporary Disability Retired List, in the Fleet Reserve, or in the Fleet Marine Corps Reserve is eligible for travel allowances.

B. Allowances. An eligible retired Service member is authorized the same travel and transportation allowances that an RC member on active duty with pay would receive (see Chapter 2).

0305 Invitation to Travel

Invitational travel authorizations (ITA) should be issued judiciously to ensure prudent use of Government funds. A statement must be included on the ITA specifying that alternate means, such as Secure Video-Teleconference or other Web-based communication are insufficient to accomplish travel objectives. A sample ITA is contained in Appendix X.

030501. Invitational Travel Allowances

A. Eligibility. A traveler on invitational travel must be serving without pay or for $1 a year, or be a volunteer covered by 10 U.S.C. §1588. However, the person cannot be employed by the Government or employed by the Government as an expert or consultant more than intermittently, paid on a daily basis when actually employed under 5 U.S.C. §5703, nor be a contractor's employee traveling in the performance of the contract (see Appendix X). An AO may authorize invitational travel using an ITA when:

1. 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.

2. An individual is requested to lecture, instruct, or give a demonstration at an activity held in connection with a DoD operation or program.

3. An individual, alone or as part of a group, confers on an official DoD matter with DoD officials and 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)).

4. An individual is a sponsor, or is in a similar official capacity, or participates in a ceremony directly related to a DoD Component's interest.

Note: Simple attendance at a ceremony does not allow travel under an ITA except as provided for funeral travel (see Section 0320, "Travel in the Event of Death").

5. An individual is serving without compensation on a Board of Visitors as provided for in DoD governing regulations consistent with statutory authority.

6. An individual performs a direct service for the Government, consistent with 10 U.S.C. §1588; (5 U.S.C. §5701(2); 5 U.S.C. §5703; App A1; 55 Comp. Gen. 750 (1976)).

7. An auxiliary chaplain is intermittently employed by the Government to provide religious services or emergency ministrations.

8. An individual who is not a Service member or civilian employee and travels as an attendant or escort.

9. Travel is by an individual who serves as an organ donor for a Service member when the donation is authorized under Service regulations.

10. A spouse is authorized to travel.

a. A spouse of a Service member or civilian employee is traveling for a representational purpose that is not mission essential. The spouse's invitational travel must meet all of the following applicable conditions:

(1) The AO determines that a spouse may travel with the sponsor, at Government expense, when the spouse's presence would further the interests 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 an official capacity and in which the spouse is to address those assembled or otherwise play an active role and visible part.

(b) Attend a function—with or without the DoD sponsor—attended by spouses of community leaders, government officials, foreign dignitaries, or foreign military officers with whom the sponsor is meeting in an official capacity.

(c) Attend a function—with or without the DoD sponsor—where a substantial number 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.

b. The spouse of a Service member or civilian employee is traveling for unquestionably mission essential reasons and there is a benefit for DoD beyond fulfilling a representational role.

c. On a case-by-case basis, Code 2 civilians, four-star General Officers or Flag Officers, and certain three-star General Officers or Flag Officers serving outside the continental United States (OCONUS) or as a Combatant Commander (CCDR), as specified in DoD Directive (DoDD) 4500.56, "DoD Policy on the Use of Government Aircraft and Air Travel," may authorize or approve transportation, per diem, or other expense allowances for their spouses. Spousal travel when authorized or approved must adhere to the criteria in DoDD 4500.56, "DoD Policy on the Use of Government Aircraft and Air Travel." This authority does not constitute blanket approval authority.

d. The AO for all other spousal travel under item 030501.A10 is one of the following:

(1) Office of the Secretary of Defense Executive Secretary for Special Airlift Missions and Operational Support Airlifts for requests from the Office of the Secretary of Defense, the DoD Agencies, and outside the DoD.

(2) Chairman of the Joint Chiefs of Staff, or designee, for requests from the Joint Staff.

(3) CCDR or designees for requests from a Service 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. Major Commands are those ordinarily commanded by four-star General Officers or Flag Officers.

(4) Secretary of a Military Department, or designees, for requests from a staff member.

(5) Service Chief or designees for requests from a Service member or 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.

B. Allowances.

1. Unless otherwise stated below, individuals on invitational travel are authorized the standard travel and transportation allowances specified in Chapter 2 for DoD civilian employees, except as identified in par. 030501-A. An ITA provides for travel and transportation of an individual from the place of business or traveler's home to the place at which that individual's services are required, and return to the origin.

2. For spousal travel under par. 030501.A10, the allowance is for Government-funded transportation only.

a. The travel authorization 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 cancelled.*"

b. Approval authorities must maintain records of all approved requests for spousal travel that, at a minimum, detail all of the following:

(1) The spouse's name.

(2) Dates and purpose of travel.

(3) Any other information that supports justification of the approval.

c. Authorization or approval of spousal travel for official purposes requires the exercise of good judgment in application. AOs must be mindful of the need to withstand public scrutiny and avoid the appearance that spousal travel is being abused.

C. 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 the dependent of an individual traveling on an ITA.

3. Transportation of household goods (HHG), including freight and parcel post mail, or other property of an individual traveling on an ITA.

4. A Service member or civilian employee unless the individual is:

a. Retired. This may include retired military personnel from foreign countries.

b. Authorized pre-employment interview travel under Section 0306 and the Service member or civilian employee is in a leave status during such travel (B-219046, September 29, 1986).

c. Traveling as a non-medical attendant and included on an ITA issued to a patient.

5. Contractors (see Appendix X).

6. Foreign military personnel.

030502. Consultants and Experts

A. Eligibility.

1. A consultant or expert who is in an employment status with or without compensation is eligible for travel expenses and allowances while traveling on an ITA (5 U.S.C. §5703).

2. A consultant or expert who is employed for 130 days or less of full-time Government service, performed in any continuous 365-day period are eligible for travel expenses and allowances.

B. Allowances. Consultants or experts may receive the following allowances when the AO determines it is in the Government's best interest:

1. Transportation expenses, per diem, and, when appropriate, TDY mileage allowance for a privately owned vehicle (POV), as specified in Chapter 2, used for official travel between the traveler's home or place of business and the place of TDY outside of that area.

2. Transportation expenses for local travel—when all official travel is located in the same metropolitan or geographic area—between the traveler's home or place of business and the place of TDY.

3. Travel expenses for recurring round-trip travel between the traveler's home or place of business and the place of TDY when it adheres to par. 020203.

4. Per diem allowances as specified in Chapter 2 while on a TDY away from the area in which the traveler's home or place of business is located.

5. AEA when justified as outlined in Chapter 2, except for consultants and experts employed under 50 U.S.C. App. 2061.

C. Employment Not Intermittent. When Government service is not intermittent, no authority exists for per diem or AEA at the regular PDS (B-123282, August 12, 1955, 35 Comp. Gen. 90 (1955) and B-128160, November 1, 1956, 36 Comp. Gen. 351 (1956)). However, per diem may be authorized in connection with another TDY at a place of duty away from the regular duty location.

0306 Pre-Employment Interview with DoD for Civilian Employment

A. Eligibility. An interviewee is an individual who a DoD Component is considering for civilian employment.

B. Allowances. When pre-employment interview allowances are offered, they are the same as the standard travel and transportation allowances specified in Chapter 2 to a DoD civilian employee.

1. Individuals who are neither in the military nor employed by the Government travel on an ITA for a pre-employment interview.

2. A Service member on leave travels on an ITA for pre-employment interview travel.

3. A DoD civilian employee on leave from his or her DoD employment travels on an ITA for pre-employment interview travel.

C. Reimbursement.

1. Each DoD Component must establish qualification criteria for determining which applicants receive payment for pre-employment interview travel expenses. Guidance in creating qualification criteria is in 5 CFR Part 572.

2. A DoD Component may pay all or part of pre-employment travel expenses to or on behalf of the interviewee. When electing to pay only per diem or only transportation costs, the DoD Component must pay the full amount for the selected expenses as authorized for a DoD civilian employee. The DoD Component must reimburse the interviewee for the offered and allowable travel expenses upon submission and approval of a travel voucher except for a separate room not used for the traveler's lodging, such as a meeting room.

D. DoD Component Responsibilities. A DoD Component must adhere to the general travel authorization policies and practices in the JTR. Pre-employment interview travel may be authorized only on a trip-by-trip basis. A limited or unlimited open travel authorization must not be used for pre-employment interview travel. See Section 0305.

1. A DoD Component must communicate DoD travel rules and procedures to the interviewee and should ensure that the interviewee understands how travel reimbursements are calculated. The DoD Component provides the interviewee with written instructions when a travel authorization is issued explaining the administrative procedures for controlling and accounting for passenger transportation documents.

2. A DoD Component must not authorize reimbursement for pre-employment interview travel expenses to help defray permanent change of station (PCS) expenses that are not allowable for a new appointee under par. 5558-E. For example, a DoD Component may not pay pre-employment travel expenses under this Section so that an interviewee or new appointee may look for a house at the prospective first PDS.

3. Components must use a Government-procured transportation document or a centrally billed GTCC to pay for interviewee transportation by air, bus, or rail that are not local public transit systems.

4. 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. DoD Components should assist an interviewee in preparing and submitting his or her travel voucher.

5. The DoD Component must advise the interviewee to keep a record of expenditures chargeable to the Government, including retaining all receipts, until reimbursement claims are settled.

E. Interviewee Responsibilities. The interviewee is expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business.

1. Transportation tickets should be provided by the interviewing DoD Component. The interviewing DoD Component may authorize the interviewee to obtain tickets directly from a Travel Management Company (TMC) under contract to the Government.

2. An interviewee must use the City Pair Program fares and is bound by the rules in Chapter 2.

3. The interviewee is responsible for, and accountable for, all transportation tickets and Government-procured transportation documents issued until they are used for pre-employment interview travel or are otherwise accounted for properly. A statement to this effect must be incorporated on the travel authorization, or issued as a "Notice to Traveler" and attached to the ticket or transportation document when issued to the interviewee. This statement must also inform the interviewee that he or she is financially responsible for the value of the tickets issued if the interview trip is cancelled or rescheduled after tickets or Government-procured transportation documents are issued.

4. If the interviewee exchanges a ticket for one of lesser value, then the carrier should issue a receipt or a ticket-refund application. The carrier is required to make a refund directly to the appropriate DoD Component billing office. The DoD Component must provide the interviewee with a "bill charge to" address for the carrier to use in sending a refund by attaching a copy of the transportation document, or some other document containing this information, to the ticket or travel authorization (41 CFR §101-41.210-1).

F. Funds Advance. The interviewee cannot be issued a travel advance. The interviewee cannot use a GTCC issued to a civilian employee or travelers cheques issued by a Government contractor to pay for pre-employment interview travel.

0307 Justice and Criminal Matters

030701. Service Member or DoD Civilian Employee Who Serves as a Witness

A. Eligibility. The presiding hearing officer determines if travel is necessary when a witness's testimony is substantial, material, and necessary for proper case disposition and an affidavit cannot adequately accomplish the same objective.

B. Allowances. See Table 3-2.

C. Reimbursement. Expenses paid by the court, authority, or party causing the employee to be called as a witness for a non-Government entity must be deducted from the travel authorization.

Table 3-2. Witness Travel				
Active-Duty Service Members				
	Witness for the United States (other than as a defendant)		**Witness on behalf of the United States for local, state, territory, or District of Columbia governments in a criminal or civil case in which the Service has a strong, compelling, and genuine interest and is directly related to a Service or Service member**	**Witness subpoenaed for a Congressional committee, a private individual, or a corporation**
	in a case not involving a Service	**in a case involving a Service**		
Allowance	Only those prescribed by the U.S. Attorney General.	Standard travel and transportation allowances specified in Chapter 2.	Standard travel and transportation allowances specified in Chapter 2.	No allowance.
Payment contact	Department of Justice (DoJ).	AO.	AO.	The individual or agency requesting testimony.
Civilian Employee				
	Witness for the United States in a case involving his or her employing activity		**Witness in a case not involving his or her employing activity**	**Witness in an official capacity for a non-Government entity**
Allowance	Standard travel and transportation allowances specified in Chapter 2.		Standard travel and transportation allowances specified in Chapter 2.	Standard travel and transportation allowances specified in Chapter 2.
Payment contact	AO. (The employing Agency pays for travel.)		Contact the Agency paying for travel. (The responsible Agency pays travel expenses.)	AO. (The employing Agency pays for travel.)

030702. Witness Is Not Employed by the Government

A. Military Court Martial. A person other than a Service member or DoD civilian employee, who is called as a witness before a military court martial, is issued an ITA and authorized travel and transportation allowances under Service administrative regulations. This does not include a witness who testifies at a pretrial hearing conducted under Article 32, Uniform Code of Military Justice (10 U.S.C. §832).

B. Adverse Action Case Involving Service Member or Civilian Employee. 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. A witness not employed by the Government who is called to testify in administrative proceedings on behalf of the Government is issued an ITA and authorized the same standard travel and transportation allowances specified in Chapter 2 for a civilian employee on TDY.

C. Federal Administrative Hearing. When a complainant who is no longer a Government employee serves as a witness in an administrative hearing related to his or her Federal employment, he or

she is issued an ITA and is eligible for the same standard travel and transportation allowances as a civilian employee in Chapter 2 if retroactively reinstated to Federal service. The hearing must be within Federal employment regulations it would be unreasonable to require the complainant to appear at personal expense (B-180469, February 28, 1974).

030703. Juror Travel

A civilian employee who serves as a juror does not receive travel and transportation allowances through the policies in this regulation and is not issued a TDY order.

030704. Travel Associated with Sexual Assault

A. Eligibility. A Service member who is a sexual assault victim traveling to testify or participate in a court martial, hearing, pre-trial interview, or other hearing or panel, including Congressional, in connection with the sexual assault is eligible for travel allowances (DoDD 6495.01, "Sexual Assault Prevention and Response (SAPR) Program,").

B. Allowances. A traveler is authorized the standard travel and transportation allowances specified in Chapter 2. Ordinarily, the appropriate office for issuing subpoenas or other requirements to appear for the event requiring the victim to testify or participate will fund and authorize the travel for the victim. The sexual assault victim's commanding officer or AO may authorize or approve an escort to accompany the sexual assault victim on the trip, or a medical authority may authorize an attendant when required. If the sexual assault victim is not a Service member or DoD civilian employee, then the Service or Agency determines which AO authorizes or approves an attendant or escort.

C. Attendant or Escort. Table 3-3 provides the allowances for an attendant or escort to travel.

Table 3-3. Attendant or Escort Allowances for a Sexual Assault Victim

If the Attendant or Escort is…	Then the Allowances are…
a Service member or a DoD civilian employee,	the same travel and transportation allowances specified in Chapter 2.
a non-DoD Government civilian employee when the Agency funding the travel is not a DoD Agency,	the TDY travel and transportation allowances in accordance with the regulations issued by the Agency funding the travel.
a non-DoD Government civilian employee when the Agency funding the travel is a DoD Agency,	the same travel and transportation allowances specified in Chapter 2 as a civilian employee on a TDY.
a non-Government civilian traveling on an ITA,	

030705. Threatened Civilian Law Enforcement Officer

A. Eligibility. A civilian law enforcement officer, an investigator, and his or her immediate family may be eligible for travel allowances as specified in FTR § 301-31 when their lives are in jeopardy because of the civilian employee's assigned duties.

B. Allowances. The DoD Component may authorize or approve transportation and certain subsistence expenses as specified in FTR § 301-31.

C. DoD Component Responsibilities.

1. The DoD Component head can delegate the authority to authorize or approve payment of transportation expenses and an allowable subsistence in this section. Re-delegated authority must stay at the highest level practicable to ensure proper review of the circumstances that may necessitate protective action, including moving an eligible individual from home.

2. The DoD Component must establish specific administrative procedures for issuing travel authorizations and for payment of claims arising from threats to civilian law enforcement officers.

D. DoD Risk Evaluation Process.

1. When a situation occurs that appears to be life-threatening, the DoD Component must:

a. Take appropriate action necessary to protect the eligible individuals, including removal from their homes.

b. Immediately inform the DoJ Criminal Division of the threat, in accordance with DoJ regulations.

c. Provide the DoJ with the name of each person involved and other pertinent details that may help the Agency determine the degree and seriousness of the threat.

d. Be advised by the DoJ, within 7 days, of the seriousness of the threat and recommend a course of action. Subsistence payments may begin as soon as the DoD Component invokes the provisions of par. 030705. 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 to their home.

e. Update the DoJ, at 30-day intervals, of the situation for reevaluation and recommendation, to determine if an extension is necessary.

2. The DoD Component is responsible for deciding each individual case. The decision is based upon an assessment of the situation and the DoJ's advice as to whether or not protective action should be initiated or continued and the amount of subsistence and transportation expenses that should be authorized or approved. When necessary specifically for security reasons, a civilian employee may be authorized or approved to deviate from the approved mode of transportation and the route taken to or from a location away from the civilian employee's PDS.

3. The DoD Component must determine how long allowances continue based on the specific nature and potential duration of the life-threatening situation and the alternative costs of a PCS. If temporary accommodations are expected to exceed 120 days, the DoD Component should permanently relocate the civilian employee if a PCS is advantageous. The DoD Component must consider the specific nature of the threat and the continued disruption of the family, as well as the PCS costs.

030706. Travel for Disciplinary Action

A. Eligibility. A Service member ordered to travel for disciplinary action is not in a travel status to perform official business, but is still eligible for limited travel allowances.

B. Allowances. A Service member receives limited allowances. The Service is responsible for scheduling and arranging the travel and transportation at Government expense for its Service member for disciplinary action. Per diem is not authorized.

1. Transportation. A Service member should use a Government vehicle, if available, or the AO will direct Government-procured transportation. However, if Government-procured transportation is not available, then Service member is reimbursed for the actual cost of personally procured common carrier transportation for the transportation mode used or, if choosing to instead use a POV, is authorized mileage reimbursement at the Other Mileage Rate (see Table 2-7) for the official distance and reimbursement for parking fees and highway, bridge, and tunnel tolls. Reimbursement is not limited to the cost of the directed transportation mode and a cost comparison is not required.

2. Lodging. If barracks are not available at no cost, then the Service member should use visiting transient quarters and be reimbursed the Government quarters service charge. If the office responsible for scheduling and arranging the disciplinary travel cannot arrange Government quarters, then the Service member may be reimbursed actual lodging cost up to the locality lodging rate if non-availability is documented as specified in Chapter 2.

3. Meals. The AO must direct the Service member to use meal tickets, if available. If meal tickets are not available, then a Service member who buys meals during actual travel is reimbursed for meal costs, limited to the maximum rate allowed per meal.

030707. Prisoner on Commandant's Parole

A prisoner on "Commandant's Parole" must remain under the supervision of the Commandant of a U.S. disciplinary barracks. This conditional release from confinement must be authorized by the Secretary concerned and is exercised when the Service member has not started serving the court martial sentence because appellate review of the case is not complete.

A. Eligibility. A prisoner released on Commandant's Parole is eligible for travel allowances.

B. Allowances.

1. Meals and Transportation. The Service member is furnished meal tickets in addition to transportation in-kind *to* the home of record or other authorized destination. Transportation expenses are not reimbursed.

2. Subsequent Travel. If transportation in-kind and meal tickets cannot be provided for any of the following purposes, then reimbursement is authorized in accordance with the limitations specified in Chapter 2 for actual transportation costs and occasional meals as specified in Chapter 2. The Service member is furnished transportation in-kind and meal tickets, if practical and appropriate, for travel *from* the home of record or other authorized destination to the location concerned, and for return travel if it is required for official travel for:

a. A rehearing ordered when the Service member is not already in a travel status.

b. Hospitalization.

c. A physical examination.

d. Discharge.

e. Other purposes incident to the parole.

030708. Guards Transporting a Prisoner

A. Eligibility. A prisoner of the United States and the guards assigned to move him or her from the place of initial confinement to a U.S. installation are eligible for travel allowances.

B. Allowances.

1. Transportation. When a prisoner is moved on public transportation, the Service member in charge should obtain Government-procured transportation for all Service members and the prisoner named in the travel authorization. Transportation in-kind and accommodations for prisoner and guards, including enclosed room accommodations, when required, should be in accordance with Service regulations.

2. Meals. If cooked meals or box lunches are not provided, then the Service member in charge of the movement must secure meal tickets for the prisoner in sufficient quantity to cover the travel involved.

Note: Guards transporting a prisoner receive the standard travel and transportation allowances specified in Chapter 2.

C. Reimbursement. Guards may be reimbursed for expenses incurred on behalf of the prisoner during initial travel between the place of initial confinement and a U.S. installation. Military guards are authorized reimbursement for transportation, lodging, and meals purchased on behalf of a prisoner who made no prior arrangements and lacks funds to purchase necessary items. Transportation reimbursement is authorized for the actual amount of personal funds the guard spent on behalf of the prisoner. Total reimbursement for meals and lodging must not exceed per diem or the actual expense allowances for a Service member on TDY (see Chapter 2).

D. Documentation. Guards are responsible for maintaining control of all travel and transportation documents, including tickets, for themselves and the prisoner and cannot surrender them to the prisoner for any reason. The documents must be in the name of the Service member responsible for guarding the prisoner. That Service member in charge must sign the papers when a signature is proper.

030709. Paroled Prisoner

A. Eligibility. A Service member paroled from confinement is authorized transportation allowances.

B. Allowances. The Service member is authorized transportation in-kind to the home of record or to the place authorized for residence. The provisions allowing reimbursement for transportation limited to the directed transportation mode cost, does not apply.

0308 Travel Related to Service Academies or Schools

030801. Travel Incident to Nomination and Admission to a Service Academy

A. Eligibility. An active-duty Service member ordered on TDY to take preliminary, entrance, or final examinations for admission to a Service academy is eligible for travel allowances.

1. An individual traveling to compete for a Congressional nomination is ineligible for travel allowances.

2. An individual who is not on active duty, including an RC member, in connection with travel performed for examinations preparatory for admission to an academy is ineligible for travel allowances.

B. Allowances. An eligible traveler is authorized the standard travel and transportation allowances specified in Chapter 2.

030802. School Board Member Travel

The Secretary of Defense may provide for reimbursement of expenses incurred if the expenses are reasonable and necessary for a traveler to perform school board duties.

A. Eligibility. A school board member may be eligible for reimbursement of expenses incurred while traveling on official duty on behalf of schools and school boards in accordance with DoDI 1342.25, "School Boards for Department of Defense Domestic Dependent Elementary and Secondary Schools (DDESS)."

B. Expenses and Reimbursement. The traveler may claim actual travel and transportation expenses, and program fees, activity fees, and other appropriate and reasonable expenses. The DoD Domestic Dependent Elementary and Secondary Schools (DDESS) fund all official school board travel and issue the necessary travel authorization. The traveler must follow the rules for standard travel and transportation allowances specified in Chapter 2 and the guidance provided by the Director of the DDESS, which may be more restrictive than the rules specified in Chapter 2.

030803. Travel of a Disabled DoD Education Activity (DoDEA) Student with a Disability for Diagnostic and Evaluation Purposes

A. Eligibility. A student with disabilities identified in DoDI 1342.25, "Provision of Early Intervention and Special Education Services to Eligible DoD Dependents," is eligible for travel allowances when medical or educational authorities request a diagnosis or evaluation. Parents or guardians of a dependent student with disabilities are eligible for travel allowances when medical or educational authorities within the DoDEA request under DoD Manual 1342.12 that one or both of them be present to:

1. Participate during an evaluation of the student.

2. Participate during diagnosis of a disability.

3. Escort the student.

B. Allowances. A student, parent, or guardian is authorized the standard travel and transportation allowances specified in Chapter 2 equivalent to those for a civilian employee on TDY.

030804. DoDEA Academic Competitions and Co-Curricular Activities

A. Eligibility. A student dependent of either a Service member or civilian employee attending DoDEA schools is eligible for transportation at Government expense to participate in academic competitions and co-curricular activities (20 U.S.C. §921-20 U.S.C. §932).

B. Responsibilities. The Director, DoDEA, or designee determines appropriate activities for student participation. The responsible DoDEA activity determines the most appropriate transportation method and the DoDEA appropriations to use for a student in support of co-curricular activities.

C. Allowances. A student may only receive a transportation allowance under an ITA. The DoDEA activity determines the transportation method. The DoD Component may authorize an individual related by blood or whose close association with the DoDEA student is equivalent of a family relationship to accompany the DoDEA student. No other travel allowances are authorized.

0309 Travel to Receive or Present Award

030901. Receive Non-Federally Sponsored Honor Award

A. Eligibility. A Service member or civilian employee may be authorized travel allowances to receive an honorary award sponsored by a non-Federal organization if the award is closely related to the traveler's official duties and the Service or Agency's functions or activities (55 Comp. Gen. 1332 (1976)). When attendance at the meeting or convention at which the award is given was authorized or approved for another reason, no further authorization is required for the traveler to accept the award.

B. Allowances. An award recipient is authorized the standard travel and transportation allowances specified in Chapter 2 when the award recipient and a guest are geographically distant from the ceremony site.

C. Reimbursement. Reimbursement from a private organization for travel and other expenses to receive a non-federally sponsored award are not authorized.

D. Guest. The head of the DoD Component concerned may authorize one guest, chosen by the award recipient, to accompany the traveler receiving an honor award. A guest is a person who is related to an award winner by blood or marriage, or whose close association with the award winner, as viewed by the DoD Component, is the equivalent of a family relationship. A guest who is neither a Service member nor civilian employee is issued an ITA.

E. Attendant. An attendant may be allowed at Government expense if an award winner requires assistance because of a disability (see Chapter 2). An attendant who is neither a Service member nor civilian employee is issued an ITA.

F. Allowances for Guests and Attendants. A guest or attendant is authorized the standard travel and transportation allowances specified in Chapter 2 for TDY, but with the following limitations.

1. En route transportation is for direct travel to and from the ceremony location.

2. Transportation between terminals and hotel, and to and from the ceremony is also authorized.

3. Per diem is allowed for the en route travel and for the day of the ceremony itself.

030902. Award Ceremony Related to Presentation

A. Eligibility. An individual invited to attend an incentive award ceremony as part of the award presentation is eligible for travel allowances and provided an ITA. Travel and transportation allowances to an award presentation for a dependent or relative of an award recipient is prohibited.

B. Allowances. The presenter is authorized the standard travel and transportation allowances specified in Chapter 2 for a civilian employee on TDY.

0310 Repatriation of U.S. Civilian Employee

Repatriation of a U.S. citizen civilian marine employee of the Department of the Army applies to a civilian employee who was left ashore somewhere other than at the PDS or home port, which is sometimes referred to as an "outport," in the course of employment with no advance arrangements for return to the ship or home port. It includes all actions taken to aid a civilian marine employee, or former marine employee, who is left in an outport. It does not cover ordinary TDY, PCS, or other travel conditions under an agreement.

A. Eligibility. Repatriation does not apply to a local marine employee in an area OCONUS who is employed under a labor contract, or to a civilian marine employee paid under native wage scales. The command concerned repatriates such employees under local law and local prevailing maritime practice. A repatriate is eligible for travel allowances in this section and is designated Class I or II by the repatriating authority, which is ordinarily the Army Port Commander.

1. A Class I repatriate is a civilian marine employee who was left in an outport for reasons other than employee misconduct or negligence. This includes an employee put ashore because of any of the following events:

a. A sudden, unannounced change in the ship's schedule.

b. A disability incurred while servicing the ship requires hospitalization or outpatient treatment.

c. A shipwreck.

2. A Class II repatriate is a civilian marine employee or former employee who has been left in an outport because of his or her own negligence, misconduct, or desire to leave employment. This includes a civilian marine employee:

a. Hospitalized as a result of misconduct.

b. Who has deserted from the ship.

c. Detained by police authorities.

B. Allowances.

1. A civilian marine employee designated as a Class I or II repatriate may be furnished assistance to return to any of the following places:

a. The ship.

b. Another Army civil service manned ship.

c. His or her home port.

d. A port in the continental United States (CONUS).

2. If a Government civil service-manned ship is unavailable to transport a Class I repatriate, then a travel authorization may be issued for travel and transportation.

3. Transportation ordinarily is provided to a Class II repatriate as an unpaid crew member, also called a "work-away," of an Army ship. If a Class II repatriate is disabled and cannot perform work as an unpaid crew member, then the traveler is still classified as a work-away for determining travel and transportation allowances. See appropriate personnel directives for Class II repatriates to determine work and duty performance and whether he or she will be subsisted with the crew.

4. Work-Away Transportation and Subsistence

a. Transportation on an Army ship and subsistence in-kind furnished to a work-away are at no cost to the Government.

b. Government funds can only be used for a Class II repatriate's travel and transportation if the individual is destitute. If destitute, follow appropriate collection procedures to recover all Government funds spent, including deductions from the traveler's compensation due.

0311 Travel While on Duty with Particular Units

031101. Mobile Units

A. Eligibility. A Service member who is away from the PDS on duty with or under training for any of the following is eligible for travel allowances (47 Comp. Gen. 173 (1969)):

1. The Air Mobility Command.

2. Marine Corps Transport Squadrons.

3. Fleet Logistics Support Squadrons.

4. Naval Aircraft Ferrying Squadrons.

5. Any other unit that the Secretary concerned determines to be performing duties similar to those performed by the above command or squadrons.

B. Allowances. A Service member without a specific travel authorization is authorized the standard travel and transportation allowances specified in Chapter 2. A Service member's commanding officer or designated representative must approve standard travel and transportation allowances.

031102. Service Member Serving on A Ship Constructed, Overhauled, or Inactivated at Other Than the Home Port

A. Eligibility. A Service member with dependents is authorized transportation allowances for the Service member or dependents while on permanent duty aboard a ship being overhauled, inactivated, or constructed. A Service member must be permanently assigned to the ship for 31 or more consecutive days to be eligible for allowances.

B. Allowances. Authorization for the transportation allowances accrues on the 31st day, and every 60th day thereafter. The clock for counting the 31st day and every 60th day thereafter begins on either the day the ship enters the overhaul or inactivation port, *or* the day the Service member is permanently assigned to the ship, whichever occurs later.

1. Transportation in Connection with Ship Overhaul or Inactivation

a. If the overhaul or inactivation location:

(1) Is other than the home port, then round-trip transportation is authorized between that location and the home port.

(2) Becomes the home port, then round-trip transportation is authorized between the new and old home port for dependents, instead of PCS allowances, if the dependents do not relocate to the new home port for personal reasons, such as an unavailability of necessary medical care.

b. Dependents must reside within the normal daily commuting area of the original home port.

2. Transportation in Connection with Ship Construction

a. If construction is taking place at a location other than the ship's designated future home port or the dependents' residence, then round-trip transportation is authorized between the construction location and the future home port or the dependents' residence.

b. If the dependents reside at the construction location, they are ineligible for transportation allowances.

3. Authorized Transportation

A traveler must use Government transportation, if practicable. If a Service member's dependents elect to procure transportation, then the Service member is not authorized transportation. If Government transportation is not practicable, then a traveler is authorized one or a combination of the following (see par. 020203):

a. Transportation in-kind.

b. Service member or personally procured transportation.

c. The TDY automobile mileage rate for the official distance.

C. Reimbursement.

1. Reimbursement for personally procured transportation is in accordance with Section 0202 and par. 5018-C4 or 5082 for transoceanic travel.

2. Mixed-mode transportation reimbursement is in accordance with par. 5016.

3. Reimbursement for personally procured transportation at the automobile mileage rate cannot exceed the policy-constructed airfare (see Appendix A) for the Service member between either of the following:

a. The ship overhaul or inactivation location and the original home port.

b. The ship construction location and the future home port or location where the dependents reside (see par. 031104).

4. If a dependent travels instead of the Service member, then the family transportation cost is limited to the cost of Government-procured, commercial round-trip transportation for the Service member (see Chapter 2).

5. Per diem, meal tickets, and reimbursement for meals and lodging are not authorized.

D. Accrual of Allowances. After the required 31st day to receive transportation allowances and every 60th day thereafter, an opportunity is available for the Service member or dependent to travel and receive the transportation allowances.

1. A Service member who does not use one or more of the accrued travel opportunities retains all opportunities, but all travel under Section 0311 must begin before the ship departs the construction, overhaul, or inactivation location.

2. Each opportunity may alternate between a Service member's or dependent's travel.

031103. Members Conducting Aerial Surveys

The standard travel and transportation allowances specified in Chapter 2 or AEA are authorized for a Service member assigned to complete or assist in aerial surveys of rivers, harbors, or Government projects not pertaining to the Service.

031104. Army Corps of Engineers-Related Travel

A. Eligibility. A Service member or civilian employee on TDY on a floating plant is eligible for travel allowances.

B. Allowances. Eligible travelers may receive:

1. Meals furnished aboard a Corps of Engineers floating plant during TDY when one of the following circumstances occur:

a. Meals are furnished at no cost to the traveler, no per diem is authorized.

b. Only one or two meals are provided at no cost to the traveler, the AO must authorize an M&IE rate to cover the cost of meals not provided.

c. No meals are provided, the traveler is paid the standard CONUS M&IE rate regardless of whether the traveler paid for the meal or not. The TDY order must state the circumstances and rate.

2. Lodging cost aboard a Corps of Engineers floating plant during TDY, limited to the standard CONUS lodging rate.

031105. Crash Firefighter and Operations and Maintenance Technician

A. Eligibility. The following civilian employees may be eligible for unique air-transportation allowances because of their job requirements:

1. A crash firefighter required to travel by aircraft because it is necessary for his or her duties.

2. An operations and maintenance technician whose duties involve the repair, maintenance, or performance of aircraft or airborne equipment.

B. Allowances. An eligible traveler accepts unique transportation allowances as part of executing the required duties of his or her job.

Table 3-4. Unique Travel for Crash Firefighter or Operations and Maintenance Technician

Conditions	Mission-Driven Transportation
● Travel by aircraft for any distance when required as part of the assignment conditions. ● Be aboard an aircraft to make repairs or observe aircraft performance. ● Use air travel for expeditious duty performance in different geographical locations. ● Be aboard any type of Government aircraft on a scheduled or nonscheduled flight.	● Travel by aircraft for any distance is required with or without the civilian employee's consent when necessary for mission accomplishment or air is the only transportation mode available. ● A civilian employee may be required to travel on scheduled commercial aircraft or on transport-type Government aircraft operated on scheduled or semi-scheduled flights. ● A civilian employee's acceptance of a travel authorization that authorizes air travel constitutes an agreement to the provisions of the particular TDY order.

C. Air Evacuation Required for Medical Reasons. Travel by appropriate aircraft is required when a medical authority determines it is necessary for a civilian employee's medical evacuation. Refer to par. 033102 for allowances available to eligible travelers.

0312 Indeterminate TDY (ITDY)

031201. ITDY Determination

A. Authority. Only Service Headquarters can authorize or approve ITDY.

B. Eligibility. A Service member who receives a TDY order that either does not provide for return to the PDS *or* does not specify or imply a limit to the period of absence from the PDS is eligible for travel allowances (37 U.S.C. §476(e)(2).

C. Allowances. Whether the Service member receives PCS allowances or TDY allowances depends on the travel authorization.

1. If the ITDY order contains instructions to return to the current PDS, but provides no firm duration or length of TDY, then the standard travel and transportation allowances specified in Chapter 2 for TDY apply both en route and while at the ITDY location. In this situation, dependents are not authorized any allowances.

2. If the ITDY is en route PCS or specifies TDY pending further orders and a PDS is not named, then the Service member is paid PCS allowances en route. See Chapter 5 for PCS allowances. The Service member receives the standard travel and transportation allowances specified in Chapter 2 for TDY while at the ITDY location.

3. If authorized or approved through the Secretarial Process, HHG transportation—within the PCS weight allowance—under a travel authorization from the PDS to TDY for an indeterminate period of time, may be made to any combination of:

a. The TDY location.

b. Any point in the CONUS.

c. Another location authorized for dependent travel through the Secretarial Process.

d. Non-temporary storage under par. 020504.

4. HHG stored or shipped may be transported to the Service member's PDS after TDY.

0313 Courier Travel

031301. Accompanying Package or Controlled Pouch

A. Eligibility. A courier or control officer accompanying a package or controlled pouch for delivery is eligible for travel allowances.

B. Allowances. An eligible traveler is authorized to receive the standard travel and transportation allowances specified in Chapter 2. This includes a potential upgrade in accommodations if the traveler or TMC provides the required documentation specified in Chapter 2 and the upgrade is written in the travel authorization. Upgrades in accommodations may be approved after completing travel if the courier or control officer cannot maintain adequate security of the package or pouch in coach or

business class. If the air terminal is the Service member's PDS he or she may not be reimbursed for POV operating expenses to and from the air terminal when performing TDY travel.

0314 Repatriation of a Service Member Held Captive

031401. Family Member Travel in Connection with the Repatriation of A Service Member Held Captive

A. Eligibility.

1. "Eligible Service Member". A Service member who is serving on active duty, was held captive (as determined by the Secretary concerned) and is repatriated or returned to a site inside or outside the United States.

2. "Family Members". The Service member's spouse, children—including step or adopted, and illegitimate children, the Service member's siblings, and the Service member's parents—including fathers and mothers through adoption and persons who have stood in loco parentis to the Service member for no less than 1 year immediately before the Service member entered the uniformed Service. However, only one father and one mother, or their counterparts, may be recognized in any one case.

3. Family Members and Other Relatives Authorized Travel and Transportation. No more than three individuals in a Service member's family are eligible for travel and transportation allowances. However, the Service member may select up to two other persons related to him or her if no family members can travel to the repatriation site. Each of the two Designated Individuals receives the same travel and transportation allowances that a family member would receive.

Note: The Secretary concerned may waive the limitation on the number of family members to whom travel and transportation allowances are provided in circumstances that the Secretary determines are appropriate.

B. Allowances.

1. Transportation. Round-trip transportation is authorized between the home of the traveler receiving transportation and the repatriation site where the Service member is located using Government transportation. If Government transportation is not provided, then the traveler is authorized:

a. Transportation in-kind.

b. Mileage reimbursement at the authorized TDY automobile mileage rate in Chapter 2 for the official distance traveled by a POV.

c. Reimbursement for the commercial transportation cost, limited to the cost of Government-procured, round-trip air travel.

2. Per Diem. Lodging and per diem based on the Lodgings Plus computation method or AEA as specified in Chapter 2 for the allowable travel time to, from, and while at the repatriation site.

C. Attendant. The Secretary concerned may provide the standard travel and transportation allowances specified in Chapter 2 for an attendant to accompany a family member unable to travel

unattended due to age, physical condition or other reason determined by the Secretary concerned if no other family member or other relative selected by the Service member can travel to the repatriation site. An attendant or escort who is neither a Service member nor civilian employee is issued an ITA.

D. Funds Advance. These funds may be paid in advance.

0315 Armed Forces, National, and International Amateur Sports Competition

031501. Amateur Athletes Train, Attend, or Compete

A. Eligibility. A Service member may be authorized to train for, attend, or participate in national and international amateur sports competitions—including qualifying or preparatory events (10 U.S.C. §717 and 37 U.S.C. §420).

1. Competing in the Annual National Matches for rifle and pistol shooting is authorized.

2. Competing in the Pan American Games, Olympic Games, and Paralympic Games activities is authorized. The DoD consults with the Secretary of State on all other international sports competitions to determine if participation is in the Nation's interest. Among those, the Conseil International du Sport Militaire and the Interallied Confederation of Reserve Officers are the only international sports competitions that the State Department has pre-approved for participation. Participation in any other international sports competition requires the State Department's authorization.

B. Allowances. A participant in amateur sports competitions is authorized to receive the standard travel and transportation allowances specified in Chapter 2. A competitor must comply with procedures in DoDI 1330.04, "Armed Forces Participation in National and International Sports Activities," dated August 31, 2010, and his or her Service regulations to receive travel and transportation allowances. Consult DoD 5500.7-R, "Joint Ethics Regulation," when considering a non-Federal source to accommodate or pay travel expenses (COMDTINST 1710.13 for Coast Guard members).

0316 Observer to United Nations (UN) Peacekeeping Organization

A Service member assigned TDY as an Observer to a UN peacekeeping organization, who receives a UN mission subsistence allowance—the UN's name for a mission-specific per diem—is also authorized to receive the DoD's per diem allowances for TDY travel up to a combined total of no more than the State Department's locality per diem rate. This regulation does not authorize a reduction in the UN mission subsistence allowance. A Service member assigned to a PCS as an Observer to any UN peacekeeping organization may be eligible for station allowances and a housing allowance (see Chapter 5).

0317 Labor Organization Representative Travel

031701. Labor-Management Meetings

A. Eligibility. A civilian employee who serves as a labor organization representative and travels to attend labor-management meetings that are certified to be in the Government's primary interest may be eligible for travel allowances.

B. Allowances. A labor organization representative is authorized the standard travel and transportation allowances specified in Chapter 2.

C. Documentation. Each travel authorization for a labor organization representative must include a statement that the labor-management meetings are in the Government's best interest as well as a brief explanation of the basis for reaching that conclusion. The travel authorization must:

1. Identify what makes it necessary to participate in the activities, such as "joint labor management cooperation committees concerning accident prevention," "absenteeism reduction," "improving communications," "ensuring equal employment opportunity," or "maintaining employee productivity and morale."

2. Include the statement: "I certify that the above information is true and correct."

Note: The Government does not fund travel and transportation for a labor organization representative engaging in activities covered by 5 U.S.C. §7131(b), which states that internal labor organization business is conducted only when an employee is in a non-duty status.

0318 Travel with a Dignitary

The following types of travel with dignitaries may warrant AEA authorization or approval.

031801. Dignitary

A. Eligibility. A Service member or civilian employee traveling with the following dignitaries is eligible for additional travel allowances without further demonstration of unusual or extraordinary requirements.

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

2. U.S. Congress members not traveling under authority of 31 U.S.C. §1108(g).

3. U.S. Cabinet members.

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

5. Supreme Court Justices.

6. The Chairman or Vice Chairman of the Joint Chiefs of Staff.

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

8. U.S. Ambassadors, Ministers, or Consuls to foreign countries.

9. U.S. Delegates to international conferences or meetings.

10. Very important persons, as specified by the U.S. President or Vice President.

11. Candidates for the office of U.S. President or Vice President, or their family members.

12. The President-Elect or Vice President-Elect of the United States.

13. Other U.S. or foreign dignitaries equivalent in rank to any of those mentioned above.

B. Allowances. A traveler is authorized or approved AEA at or below 300 percent of per diem without further justification.

031802. Exceptions for Traveling with a Member of Congress

A. Eligibility. An Armed Forces member or DoD civilian employee accompanying a Member of Congress, congressional staff employee, or funeral support under the authority in 31 U.S.C. §1108(g) may be eligible for additional travel allowances. A "congressional staff employee" is an employee of a Member of Congress or an employee of Congress, committee of Congress, or congressional agency.

1. DoD Components should refer to the following DoD regulations for guidance: DoDD 4515.12, "DoD Support for Travel of Members and Employees of Congress," and DoDI 4515.19, "DoD Support for Congressional Funerals."

2. Non-DoD Services should consult their Service regulations.

B. Allowances. The Chairman (Leadership) sets the transportation service class, per diem, or AEA rate. A Member of Congress may prescribe travel and transportation allowances consistent with 31 U.S.C. §1108(g) that may differ from other policies within this regulation.

C. Reimbursement. An Armed Forces member or DoD civilian employee accompanying a Member of Congress or congressional staff employee on official travel under the authority in 31 U.S.C. §1108(g) is authorized reimbursement for travel and transportation expenses. Reimbursement includes:

1. Transportation accommodations cost on the same class of service used by a Member of Congress or congressional staff employees who the Armed Forces member or DoD civilian employee is accompanying.

2. Per diem or AEA, limited to the rate prescribed for the Member of Congress or congressional staff employee, provided that the Secretary of Defense or the Secretary concerned authorized or approved the travel.

Note: Approval codes required on documentation for Congressional travel "other than economy or coach" are "FC" for first class and "BC" for business class.

0319 Family Programs

031901. Chaplain-Led Program Functions

Each Secretary of the military departments is authorized, per 10 U.S.C. §1789, to provide Chaplain-led Programs that assist Service members on active duty, and RC members in an "active status" as

defined in 10 USC §10141, and their spouses and children, in building and maintaining a strong family structure.

A. Eligibility. A Service member, and his or her spouse and children are authorized to attend a Chaplain-led Program in an official capacity.

B. Allowances.

1. A Service member authorized to attend these functions is issued an official TDY order and authorized to receive the standard travel and transportation allowances specified in Chapter 2. A Service member attending a Chaplain-led Program in an unofficial capacity should consult the organization or agency directing or sponsoring travel to determine the appropriate funds for the event. Travel authorization are not used to document attendance at, or payments related to, an individual participating in a chaplain-led program in an unofficial capacity.

2. The Service member's spouse and children attending a Chaplain-led Program in an official capacity are authorized travel and transportation allowances as specified in the ITA.

031902. Yellow Ribbon Reintegration Program Event

The Yellow Ribbon Reintegration Program (DoDI 1342.28, "DoD Yellow Ribbon Reintegration Program (YRRP)," dated March 30, 2011) prepares Service members and their families for deployment; sustain their families during deployment; and helps reintegrate Service members with their families, communities, and employers upon re-deployment.

A. Eligibility. A Service member may designate, in writing, up to two individuals to attend an event. The Service member may change any or all of the designated individuals at any time. Only two designated individuals may attend each separate trip event. However, the Secretarial Process may authorize or approve more than two designated individuals in circumstances the Service Concerned deems appropriate. The designated individuals should be those whose presence at the event may contribute to the event's purpose.

B. Allowances. A Service member and any designated individuals attending an event in an official capacity are authorized the travel and transportation allowances specified in Chapter 2. A Service member travels on a TDY order and a designated individual travels on an ITA.

0320 Travel in the Event of Death

When a DoD traveler dies while on TDY, the commander, commander's designee, or supervisor must follow applicable Departmental regulations to inform the deceased traveler's next of kin, or legal representative, of the allowances available in this situation. When a Service member dies, the designated casualty assistance office must be immediately notified. The DoD Component must render all reasonable assistance in arranging for the preparation and transportation of the traveler's remains, the return of any personal property from the TDY location to the PDS, the finalization of any expenses related to the TDY (for example, checking out of a hotel room, returning a rental car) and assisting any beneficiary in completing and filing a final travel claim for the travel involved. When a traveler dies in a TDY status, per diem accrues through the date of death. Reimbursement for transportation, TDY mileage, or a monetary allowance in lieu of transportation (MALT) accrues from the PDS, old station, or last TDY location, as appropriate, to the place of death, limited to the Defense Table of Official Distances (DTOD) distance.

032001. Escort for Remains of a Deceased Service Member

A. Authority.

1. Procedures for transporting the remains of a deceased Service member are established in DoDD 1300.22, "Mortuary Affairs Policy," Defense Transportation Regulation (DTR) 4500.9-R, Part VII, "Human Remains Transport," and sponsoring Service regulations.

2. Only the following individuals may be designated to direct disposition of the remains of a deceased Service member (10 U.S.C. §1482(c)):

a. The person identified on DDForm 93, or any successor to that form, as the Person Authorized to Direct Disposition, regardless of the relationship of the designee to the deceased.

b. The surviving spouse of the deceased.

c. Blood relatives of the deceased.

d. Adoptive relatives of the deceased.

e. A person standing in loco parentis to the deceased if none of the above can be found.

B. Eligibility. The Services and DoD Agencies implementing administrative and procedural regulations, and the applicable DoD regulations, determine who escorts the remains.

C. Allowances. A Service member who escorts the remains is authorized the standard travel and transportation allowances specified in Chapter 2.

032002. Funeral of a Deceased Service Member, Cadet, or Midshipman

A. Eligibility. When a Service member, Service Academy cadet or midshipman, or a Senior Reserve Officer's Training Corps (SROTC) cadet receiving pay under 37 U.S.C. §209(d) dies, while on active or inactive duty, the following eligible relatives are authorized travel and transportation allowances to attend the burial:

1. The deceased Service member's, cadet's, or midshipman's surviving spouse, including a remarried surviving spouse.

2. The deceased Service member's, cadet's, or midshipman's children—including stepchildren, adopted children, and illegitimate children—regardless of age.

3. The deceased Service member's, cadet's, or midshipman's parent or parents. In this case, the term "parent" means a parent of the Service member, cadet, or midshipman (natural, step or adopted); a parent of the Service member's, cadet's, or midshipman's spouse (natural, step, or adopted); and any other person—including a former stepparent—who has stood in loco parentis to the Service member at any time for a continuous period of at least five years before the Service member became age 21 (37 U.S.C. §401(b)(2)).

4. The deceased Service member's, cadet's, or midshipman's siblings, which must have one or both parents in common.

5. The person who directs the disposition of the deceased Service member's, cadet's, or midshipman's remains or the person who would have been designated to direct disposition of the remains (under 10 U.S.C. §1482(c)) if individual identification had been made in the case of a deceased Service member, cadet, or midshipman whose remains were commingled and buried in a common grave in a national cemetery.

6. If no relative listed above is provided travel and transportation allowances, then the Person Authorized to Direct Disposition or the person who would have been designated to direct disposition of remains (under 10 U.S.C. §1482(c)) may select no more than two guests to receive round-trip travel and transportation allowances to attend the burial ceremonies. The guests are in addition to the Person Authorized to Direct Disposition.

B. Allowances. Government transportation must be used to the maximum extent practical for transoceanic travel as specified in pars. 5074-B2 and 5082.

1. If a combination of transportation is used, then reimbursement is for actual travel not to exceed the personally procured transportation cost between origin and destination, less any used Government-procured transportation cost. An eligible traveler is authorized one, or a combination of, the following for the authorized round-trip travel:

a. Transportation in-kind.

b. Reimbursement for the cost of personally procured commercial transportation.

c. Automobile TDY mileage rate for the official distance traveled by POV. Only the POV operator is authorized the automobile mileage rate.

2. Per diem is authorized for the en route travel to and from the burial location, and for a maximum of 2 days at the burial location. Per diem is paid under the Lodging Plus method specified in Chapter 2 and is limited to the locality per diem rate. Per diem is not payable when the eligible relatives' residence and the burial site are in the same local area or when the total time from departure to return is 12 or fewer hours.

C. Reimbursement. Reimbursement for expenses identified in Chapter 2 as reimbursable is allowed for authorized travelers incident to this travel.

032003. Escort of Eligible Relative of Service Member—Funeral

A. Eligibility. An attendant or escort accompanying an eligible traveler who was provided travel and transportation allowances (see par. 032002) for travel to the burial ceremony for a deceased Service member may be eligible for travel allowances if both of the following criteria are met:

1. The accompanied eligible traveler is unable to travel unattended or unescorted because of age, physical condition, or other justifiable reason acceptable to the AO.

2. No other eligible traveler listed in par. 032002 is traveling to the burial ceremony and qualified to serve as the attendant or escort.

B. Allowances. The escort or attendant may be provided round-trip transportation to the burial ceremony and receive the standard allowances in Chapter 2 for civilian employees on TDY. An attendant or escort who is neither a Service member nor civilian employee is issued an ITA.

032004. Funeral Honors Duty Travel

A. Eligibility. An RC member who performs funeral honors for a veteran at a location 50 or more miles from his or her place of residence is eligible for these allowances (10 U.S.C. §12503 or 32 U.S.C. §115). A person who is neither a current Service member nor a civilian employee and who participates in funeral honors duty for a veteran (10 U.S.C. § 1491) may also receive allowances.

B. Allowances.

1. An RC member traveling on an ITA may be authorized to receive the standard allowances specified in Chapter 2 for TDY.

2. A traveler who is neither a current Service member nor a civilian employee, such as a retired Service member, and who participates in funeral honors duty for a veteran (10 U.S.C. § 1491) will use the available transportation mode that is least costly and still adequately meets the detail's needs. Reimbursement for actual transportation expenses, which is not a TDY mileage allowance, is payable when a POV is the authorized transportation mode. Reimbursement for actual expenses when using a POV is limited to fuel; oil; parking fees; ferry fares; and 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 expenses specified in Chapter 2 may be authorized or approved.

032005. Memorial Service for a Deceased Service Member

In addition to a funeral, a memorial service may also be held for a deceased Service member.

A. Eligibility. A traveler identified as eligible for travel allowances in par. 032002 is eligible for allowances to attend a memorial service for a deceased Service member who dies while on active duty when the memorial service is at a location other than the burial ceremony location.

B. Allowances. An eligible traveler may be authorized travel and transportation allowances for one round trip to an installation, home port, or unit memorial service. This round trip is in addition to that for the burial ceremony and must be completed within two years of the Service member's death, unless the Service Secretary waives the time limitation. The memorial service must take place in the CONUS, a non-foreign area OCONUS, or the deceased Service member's last PDS or home port. It cannot be held in a theater of combat operations.

032006. Family Member Attendance During Transfer of Remains

A. Eligibility. The Primary Next of Kin (see DoDI 1300.18, par E2.46) and two additional family members may travel to Dover Air Force Base in Delaware to participate as official observers at the dignified transfer of remains of a deceased Service member or deceased 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 U.S.C. §481f(c) and listed in par. 032002. The Service Secretary may authorize additional family member travel on a case-by-case basis.

B. Allowances. Family members attending transfer of remains per the USD(P&R) memorandum dated April 6, 2009, are eligible to receive the standard travel and transportation allowances specified in Chapter 2 for DoD civilian employees. Authorized allowances should be specified on an ITA.

C. Escort. At the Primary Next of Kin request, the Service Secretary may authorize the Casualty Assistance Officer or Family Liaison Officer to escort and or accompany the Primary Next of Kin to the transfer.

032007. Deceased Civilian Employee or Dependent

Procedures for transporting the remains of a deceased civilian employee or dependent are established in DoDD 1300.22, "Mortuary Affairs Policy," and FTR §303, "Payment of Expenses Connected With the Death of Certain Employees."

032008. Escort for Remains of Deceased Civilian Employee

A. Eligibility. An escort for a civilian employee's remains when he or she dies while on official travel or on TDY, performing official duties OCONUS, or while reassigned away from the home of record under a mandatory mobility agreement executed as a condition of employment is eligible for travel allowances.

B. Allowances. The AO may authorize round-trip travel allowances for up to two escorts. Authorized travel is from or to any place the AO determines appropriate for burial.

1. If an authorized escort is a civilian employee, then he or she is issued a TDY order to receive the standard travel and transportation allowances specified in Chapter 2, which requires the transportation to be arranged through a TMC.

2. If an authorized escort is not a civilian employee or Service member, then he or she is issued an ITA to receive the standard travel and transportation allowances specified in Chapter 2 for TDY. The AO arranges the escort's transportation through a TMC unless the escort has a justified reason to arrange transportation directly with a common carrier for the least expensive and unrestricted economy or coach transportation.

Note: Family members traveling together as escorts should not be separated.

CHAPTER 3: TDY TRAVEL

PART B: TRAINING TRAVEL

0321 Conferences for Training

A conference is considered training when the stated purpose is educational or instructional and more than half of the time is scheduled for a planned exchange of information that meets the definition of training. A conference is also considered training when the content is slated to improve individual or organizational performance and attendees will gain professional development benefits.

032101. Training Conferences outside the Permanent Duty Station (PDS)

A. Eligibility. A Service member or Department of Defense (DoD) civilian employee who attends training conferences held outside the PDS when travel is involved is eligible for travel allowances.

B. Allowances. An eligible traveler is authorized the standard travel and transportation allowances specified in Chapter 2.

Note: Charges and fees for light refreshments and snacks are reimbursable only when included as part of the conference registration fee.

032102. Training Conferences at the PDS

Conference fees, per diem, travel, and other miscellaneous expenses associated with conferences held at the PDS cannot be reimbursed as travel and transportation allowances.

0322 Service Member

032201. Courses of Instruction at a School or Installation

A. Eligibility. A Service member on active duty attending instructional courses at a school or installation may be eligible for travel allowances, based upon the scheduled duration using the guidance below.

1. Permanent Change of Station (PCS) or TDY Status

a. Courses with a scheduled duration of 139 or fewer days (20 weeks) are TDY.

b. Courses with a scheduled duration of 140 or more days (20 weeks) are PCSs, and the course location is the Service member's PDS.

c. The scheduled duration is the actual period a Service member receives instruction, including weekends, but not counting holiday periods when the Service member is not attending classes, or incidental time spent at the duty station before classes begin or after they end.

d. A PCS order to a course of instruction cannot be changed to a TDY order after the Service member's arrival at the new PDS unless the travel authorization was issued in error.

2. Extensions of Instruction. If a Service member is assigned additional instruction that extends the scheduled duration from 139 or fewer days (less than 20 weeks) to 140 or more days (20 weeks) at the same location, and the time remaining on the original TDY order plus the additional instruction time is 139 or more days, then the assignment becomes a PCS.

3. Exceptions to Status. The Secretary concerned—this authority cannot be delegated—may authorize a designated course, excluding initial entry courses, scheduled to last 140 or more days (20 weeks), but not 181 or more days to be attended and completed in a TDY status instead of a PCS status.

a. Requests for such action must be forwarded through Service Command channels to the Secretary concerned and include the course number, description, length, school location, specific Service of each attendee, number of attendees who traditionally return to the previous PDS, and written justification for TDY instead of PCS.

b. All Service members attending a course must be in the same status—either TDY or PCS—regardless of the Service or DoD Agency affiliation unless a Service member is permanently assigned to the course location immediately before attending the course. In that case, the Service member remains in a PCS status while attending the course.

c. The Secretary concerned must obtain agreement from the other affected Service Secretaries before changing a course status (for example, TDY to PDS, or PDS to TDY) attended by multiple Services or DoD Agencies.

d. The Secretary concerned must obtain the Per Diem, Travel, and Transportation Allowance Committee's (PDTATAC) authorization or approval for specific courses to be designated and attended as TDY when unusual circumstances, such as infrastructure destruction caused by hurricanes, floods, or similar events, require training courses at one location to last for 181 or more consecutive days.

B. Allowances. See Table 3-5 for travel and transportation allowances while attending a course of instruction.

1. A Service member attending training in a TDY status receives the standard travel and transportation allowances specified in Chapter 2, unless stated otherwise in Table 3-6.

2. The schoolhouse commander determines the availability of meals and lodging.

Table 3-5. Allowances for a Service Member Attending Courses of Instruction			
If…	**Then…**	**Allowances While at the Training Location**	**Allowances When Departing the Training Location**
the Service member is traveling to the course under a TDY order,	the Service member receives the standard travel and transportation allowances specified in Chapter 2 while traveling to the course location.	Standard travel and transportation allowances specified in Chapter 2.	Standard travel and transportation allowances specified in Chapter 2.
the Service member is traveling to the course location in a PCS with TDY En Route status,	the Service member receives the PCS allowances specified in Chapter 5 while traveling to the course location.	Standard travel and transportation allowances specified in Chapter 2.	PCS allowances specified in Chapter 5.
the Service member is traveling to the course location on a PCS order that names the course location as the new PDS upon arrival,	the Service member receives the PCS allowances specified in Chapter 5 while traveling to the location.	No per diem while at the course location.	Not applicable.
the Service member is traveling to the course on a PCS order and the new PDS is not named,	the Service member receives the PCS allowances specified in Chapter 5 while going to the location.	Standard travel and transportation allowances specified in Chapter 2, up to the point that the new PDS is named.	

032202. Field Training Exercises, Maneuvers, and Simulated Wartime Operations

Allowances for field training exercises, maneuvers, and simulated wartime operations are in Chapter 3, Part C.

0323 Reserve Component (RC) Member

032301. RC Member Called or Ordered to Active Duty for Training (ADT)

A. Eligibility. An RC member called or ordered to ADT with pay may be eligible for travel allowances.

B. Allowances. The RC member's travel allowances depend on where he or she resides, whether he or she commutes daily, and the length of the duty. Travel and transportation allowances for an RC member who commutes to the ADT location are in Table 3-6. Allowances for an RC member who does

not commute are in Table 3-7. An RC member training at one location for 140 or more days (20 weeks) is in a PCS status.

Table 3-6. Training Travel When an RC Member Commutes	
If…	**Then…**
both the primary residence and place of active duty are in the corporate limits of the same city or town,	travel and transportation allowances are not authorized for travel between the primary residence and the place of active duty.
the RC member commutes daily between the primary residence and the place of active duty, and both are not in the same corporate limits or town, regardless of the commuting area,	travel and transportation allowances are not authorized for travel between the primary residence and the place of active duty. However, the RC member is authorized the applicable TDY automobile or motorcycle mileage rate for one round trip for the duration of the duty (not daily) between the duty location and one of the following: Primary residence. Place of assigned unit. Place from which called or ordered to active duty, limited to the cost for travel between the duty location and primary residence.
the AO or Installation commander determines that both the primary residence and place of active duty are within reasonable commuting distance of each other in accordance with Section 0206 and the duty involved permits commuting,	
the AO or installation commander determines that the primary residence and place of active duty are within reasonable commuting distance, the duty permits commuting, and Government quarters or a Government dining facility are unavailable during a required overnight stay (see Chapter 2 for documentation requirements),	the RC member's commanding officer may authorize reimbursement for actual expenses for all meals and lodging (see Chapter 2) other than the meal ordinarily procured when commuting.
the commuter travels locally at the active duty location,	see Chapter 2 for local travel.

Table 3-7. Training Travel When an RC Member Does Not Commute	
If…	**Then…**
duty is 139 or fewer days (20 weeks), including courses with a scheduled duration of 139 or fewer days (20 weeks) (see par. 030301),	standard travel and transportation allowances as specified in Chapter 2.
An RC member begins travel from a place from which entered (or called) to active duty (PLEAD) other than the primary residence,	transportation allowances are authorized from the PLEAD to the duty location, limited to the cost of transportation between the RC member's primary residence and duty location, and return to the PLEAD or primary residence.
the original TDY order is extended due to unforeseen circumstances and the number of days on the extension plus the remaining days on the original TDY order is 139 or fewer days,	per diem continues.
shipping household goods (HHG) is authorized,	see Section 0205
ADT is 140 or more days at one location,	no per diem or an actual expense allowance (AEA) is authorized at the ADT location.
an extension plus the remaining days on the original TDY order total 140 or more days,	per diem stops on the day of the order that extend the travel. Government quarters or Government

Table 3-7. Training Travel When an RC Member Does Not Commute	
If…	**Then…**
	dining facilities availability does not change this determination.
the ADT period is 140 or more days at one location, including courses with a scheduled duration of 140 or more days (see par. 030302),	the PCS allowances specified in Chapter 5 apply.
an RC member is on ADT at one location for 140 or more days and is ordered on a TDY away from that ADT location,	the standard travel and transportation allowances specified in Chapter 2 are payable for the ordered TDY.

032302. RC Member Called or Ordered to Active Duty with Pay for a Specific Duty Status

A. Eligibility. The following RC members are ineligible for per diem or AEA:

1. A Public Health Service officer called to active duty solely to participate in the Commissioned Officer Student and Extern Program.

2. A newly enlisted RC member who is undergoing processing, indoctrination, initial basic training including follow-on technical or home training, or instruction.

3. An RC member listed below when both Government quarters, other than temporary lodging facilities, and a Government dining facility are available.

a. An RC member performing annual training (AT).

b. An RC member ordered to involuntary ADT because of unsatisfactory participation in the reserve commitment.

c. An RC member newly enlisted and attending courses with a break in active duty between courses.

B. Allowances. Transportation to and from these duty locations, and the per diem on travel days is in accordance with Tables 3-6, “Training Travel When an RC Member Commutes,” and 3-7, “Training Travel When an RC Member Does Not Commute.” When an RC member performs ADT, and no per diem or AEA is payable, then he or she may be reimbursed for lodging service charges when occupying transient Government housing. Reimbursement for other than service charges for Government quarters is not authorized.

032303. Inactive Duty Training (IDT) with or without Pay

A. Eligibility. An RC member performing IDT ordinarily receives no travel or transportation allowances, except as listed in Table 3-8.

B. Allowances. Allowances for an RC member are in Table 3-8.

Table 3-8. Inactive Duty Training with or without Pay	
If…	**Then…**
an RC member in the local commuting area performs local travel in and around the training duty station, drill site, or city or town,	he or she may receive the local travel allowances specified in par. 020601 but outside the PDS Limits."
an RC member travels between home and an alternate duty or work site in the local commuting area,	TDY mileage is authorized only for the distance that exceeds the distance between home and the assigned unit.
an RC member is directed to travel from home to a TDY location outside the local area of the assigned unit or home,	he or she is authorized the standard travel and transportation allowances specified in Chapter 2. However, transportation is limited to the travel cost from the assigned unit to the TDY location.
an RC member is directed to travel from an alternate duty or work site to a TDY location outside the local area of the assigned unit or home,	
an RC member travels from a place other than home or an alternate duty or work site in the local commuting area,	he or she is authorized only TDY automobile mileage limited to the distance from the assigned unit to the alternate site, minus the distance from home to the assigned unit.
an RC member occupies transient Government housing while performing IDT with pay, and is not authorized per diem or AEA,	he or she may be reimbursed for lodging service charges or provided lodging in-kind. Only transient Government housing is reimbursed.
an RC member performs IDT at the training duty station, drill site, assigned unit city or town location, or local area of the assigned unit or home,	travel and transportation allowances are not authorized.
an RC member travels between home and the unit training assembly location or alternate place of duty,	
an RC member in the Standby Reserves voluntarily performs IDT without pay,	

032304. IDT outside the Normal Commuting Distance

A. Eligibility. The Secretary concerned may authorize reimbursement for travel and transportation for certain RC members in the Selected Reserve of the Ready Reserve who perform IDT that requires them to commute outside the local commuting distance.

1. An eligible RC member must meet one of the following eligibility criteria:

a. Qualified in a skill designated as critically short by the Secretary concerned.

b. Assigned to a unit of the Selected Reserve with a critical staffing shortage, or in a pay grade in the member's RC with a critical staffing shortage.

c. Assigned to a unit or position that is disestablished or relocated as a result of Defense Base Realignment and Closure or other force structure reallocation.

2. For purposes of this paragraph, "outside the local commuting distance" is defined as either of the following:

a. The local travel area as specified in Section 0206 but not less than 150 miles one way, as determined by the DTOD.

b. For non-contiguous states and U.S. territories and possessions requiring off-island or inter-island travel to an IDT location that is not normally served by boat or ferry and does not meet the local commuting conditions in Section 0206.

B. Allowances. The Secretary concerned may authorize or approve reimbursement for the following actual expenses, limited to $300 for each round trip.

1. Transportation. Transportation cost, including transportation between home and the terminal and between the terminal and the training location, is reimbursed. If a privately owned vehicle (POV) is used, reimbursement is at the "other mileage rate" for the official distance to and from the IDT location and for any parking fees and highway, bridge, and tunnel tolls.

2. AEA

a. Actual meal cost, including tips and taxes but excluding alcoholic beverages, up to the maximum locality meal rate and incidental expenses (M&IE) rate for the duty location is reimbursed.

b. Actual cost of lodging plus taxes, including service charges, up to the maximum amount of the locality lodging rate for the duty location is reimbursed. Refer to Table 2-13 for rules on lodging taxes.

0324 Cadet or Midshipman

032401. Service Academy Applicant, Cadet, Midshipman, or Graduates

A. Eligibility. A Service member on active duty who is ordered to take preliminary, entrance, or final examinations for admission to a Service academy, a Service academy student on TDY, or a new Service academy graduate is eligible for travel allowances.

Note: An RC member not on active duty, a civilian, and a civilian employee traveling for examinations preparatory to admission to a Service academy are ineligible for travel allowances.

B. Allowances. Refer to Table 3-9 and Table 3-10 for allowances.

Table 3-9. Allowances for Service Academy Cadets and Midshipmen

If…	Then…
an active-duty Service member travels to take preliminary, entrance, or final examinations for admission to a Service academy,	the Service member receives standard travel and transportation allowances specified in Chapter 2.
an active-duty Service member travels to compete for a Congressional nomination,	the traveler receives no travel or transportation allowances.
an active-duty enlisted Service member is entering a Service academy,	the cadet or midshipman receives the PCS allowances from the PDS to the Service academy as specified in Chapter 5.
a person other than an enlisted Service member is	the cadet or midshipman receives the PCS

Table 3-9. Allowances for Service Academy Cadets and Midshipmen	
If…	**Then…**
entering a Service academy,	allowances from the home or school to the Service academy as specified in Chapter 5.
an aviation cadet on active duty travels on TDY away from a Service academy,	the cadet receives the standard travel and transportation allowances specified in Chapter 2.
traveling TDY away from a Service academy to another Service academy,	the cadet or midshipman receives no per diem when both Government quarters and a Government dining facility are available, beginning on the day after the arrival day and ending on the day before the departure day. The meal rate for cadets and midshipmen is equal to the Enlisted Basic Allowance for Subsistence rate.

Table 3-10. Allowances for Service Academy Graduate Officers	
If…	**Then…**
a graduate officer leaves the Service academy under a PCS travel authorization with a TDY en route after graduation and commissioning,	the graduate officer receives PCS allowances starting from the Service academy home to the TDY site designated in the travel authorization, and then from the TDY site to the new PDS.
a graduate officer departs from a Service academy, but returns for a TDY en route before reporting to the first PDS,	the graduate officer receives the standard travel and transportation allowances specified in Chapter 2.
a graduate officer is at a TDY-en route location during PCS travel,	the graduate officer receives the standard travel and transportation allowances specified in Chapter 2 while at the TDY site.
a graduate officer remains at the Service academy after graduation and commissioning but before beginning travel under PCS orders,	the Service academy is the PDS for per diem purposes. Graduate officers are not authorized per diem while at the Service academy.
a graduate officer who remained at the Service academy after graduation and commissioning is ordered away from the Service academy on TDY,	the graduate officer is authorized the standard travel and transportation allowances specified in Chapter 2.

032402. Senior Reserve Officer Training Corps (SROTC)—Advanced Training

A. Eligibility. An SROTC applicant or a Service member appointed for advanced training is authorized travel and transportation allowances for travel to observe military functions or operations, for medical or other examinations, or for other observations the Service concerned deems appropriate.

B. Allowances. Allowances for an SROTC applicant or appointee are listed in Table 3-11.

Table 3-11. Allowances for SROTC Applicants and Members	
If…	**Then…**
an RC member or designated applicant is appointed to SROTC Advance Training under 10 U.S.C. § 2104 (53 Comp. Gen. 957 (1974)),	per diem is not authorized.
Government or Government-procured transportation and Government-supplied meals are authorized, but the traveler uses a POV,	the TDY automobile mileage rate (see 020210, "Privately Owned Vehicles (POV)"), but no per diem is authorized. The TDY automobile mileage

Table 3-11. Allowances for SROTC Applicants and Members	
If…	**Then…**
	rate may be paid in advance of return from the activity site.
transportation for part of the journey is personally procured,	the TDY automobile mileage rate, but no per diem, is authorized between the nearest appropriate public transportation terminals and both the RC member's home and activity site.
travel is by mixed modes,	the allowance is the TDY automobile mileage rate for the DTOD distance for the official travel, but no per diem. Reimbursement cannot exceed what the cost would have been for Government-procured transportation plus Government-supplied meals for travel between the authorized points minus the cost of any actually provided Government transportation or meals.
through no fault of the traveler, a delay occurs at a place where no Government quarters or Government dining facility are available (B-195791, March 31, 1980),	reimbursement for occasional meals and occasional lodging as specified in Chapter 2 is authorized when traveling to or from field training or practice cruises

032403. Traveler in the Financial Assistance Program for SROTC Cadets or Midshipmen

A. Eligibility. A cadet and midshipman who performs TDY travel away from the educational institution is authorized travel and transportation allowances (10 U.S.C. § 2107).

B. Allowances.

1. The standard travel and transportation allowances specified in Chapter 2 are authorized, except no per diem is authorized when both Government quarters—other than temporary lodging facilities—and Government dining facilities are available for either of the following:

a. While performing field or at-sea training.

b. Travel from home or the SROTC unit location specified in the travel authorization to the place designated for field or at-sea training and return.

2. For TDY under this paragraph, a Government dining facility is a facility designated for officers' use except when other dining facilities have been designated for use by SROTC members.

3. The automobile mileage rate may be paid for the return trip to the location specified in the travel authorization before an RC member departs from either the field or at-sea training site.

032404. Reserve Officer Training Corps (ROTC) Cadet on Recruiting Duty

A. Eligibility. An ROTC cadet who performs recruiting duty while attending the educational institution at which the ROTC unit is located may be eligible for travel allowances.

B. Allowances. The ROTC cadet may be authorized per diem or AEA on an ITA for recruiting duty performed while attending the education institution where the ROTC unit is located. However, no allowances are authorized when the recruiting duty is in the local area of the cadet's residence while at the educational institution. See Section 0206.

0325 Spousal Training

032501. Spouse's Presence Furthers DoD's Interests

A. Eligibility. A spouse of a Service member or civilian employee may be eligible for travel allowances when the spouse's presence would provide a direct benefit to further the interests of the DoD, the Military Service, or the command. This determination can only be made by using the Secretarial Process for personnel within that department, or by the Chairman of the Joint Chiefs of Staff, the Chairman's designated representative for personnel assigned to the Joint Staff, or a Combatant Commander. The spouse's travel must be considered mission-essential. The spouse of a Service member or civilian employee may travel at Government expense to attend:

1. A Service-endorsed training course or briefing and subsequently performs a voluntary and direct service incident to such training or briefing (27 Comp. Gen. 183 (1947)) or

2. A briefing or training in which the DoD imparts critical knowledge and information to prepare for life in areas where they may be in danger from terrorist activities or political unrest needed when moving to and residing abroad as a result of the member's prospective service (71 Comp. Gen. 6 (1991)).

B. Allowances. The AO may authorize or approve transportation, per diem, or other actual expense allowances if the individual is eligible to travel.

0326 Civilian Employee

A civilian employee may attend training at the PDS or in a TDY status away from the PDS and receive the standard travel and transportation allowances specified in Chapter 2. When sending a civilian employee to training, the DoD Component must determine if the event is primarily for training or for work performance. Each training event, and any move associated with it, must be evaluated individually to determine if training allowances apply.

Note: For conference training, see Section 0321.

032601. Training in the PDS

A. Eligibility. A civilian employee attending training courses in the PDS area may be eligible for travel allowances.

B. Allowances. See Table 3-12 for allowances available to a civilian employee while training.

Table 3-12. Civilian Employee Training in the PDS Area	
If…	**Then…**
a civilian employee is training at the PDS,	no travel and transportation costs are payable. The JTR is not the authority for these allowances.* See Training or Comptroller personnel for guidance.
a civilian employee is training in the PDS area, but not at the PDS,	the AO may authorize or approve a civilian employee to travel by POV, taxi, rental car, bus, train, or other transportation mode appropriate to the mission.
a civilian employee is training in the PDS area, but not at the PDS, and an overnight stay is required at the training location,	the AO may authorize or approve per diem or AEA, round-trip TDY mileage for POV use or the cost of round-trip public transportation from the residence to the training location.

**10 U.S.C. § 2013*; *5 U.S.C. § 4109*; *42 U.S.C. § 218a*; *and 14 U.S.C. § 469*

032602. Training outside the PDS Area

A. Eligibility. A civilian employee who attends training courses away from the PDS, including those assigned under the Government Employees Training Act of 1958, may receive travel allowances (5 U.S.C. §§ 4104-4109).

B. Allowances. The civilian employee may receive the standard travel and transportation allowances specified in Chapter 2 or authorized allowances associated with making a temporary move. The AO must compare the TDY cost and the cost of a temporary move, and then approve the one that is in the Government's best interest (see Table 3-13). See Chapter 5 for allowances available when training is in conjunction with a PCS and the civilian employee will not return to the old PDS.

Table 3-13. Cost Comparison for Temporary Move	
TDY	**Temporary Move**
Total per diem or AEA available to the civilian employee in Chapter 2. If specific rates are established in accordance with par. 020308 consider the special rate.	HHG shipping Round-trip transportation of a dependent to the training location (no per diem)

1. When standard travel and transportation allowances are authorized or approved, the allowances are described in Table 3-14.

Table 3-14. Specific Rules for TDY Training outside the PDS	
If…	**Then…**
a civilian employee is authorized per diem or AEA, but instead commutes between the training location and the PDS,	the rules for voluntary return to the PDS apply, as specified in par. 020312.
a contracting officer contracts for rooms or meals directly with the school or institution sponsoring the training course,	the lodging and meals may exceed the applicable per diem rate for a civilian employee when the lodging and meals are included as part of the training costs. The total actual cost for lodging and M&IE may exceed the applicable per diem rate. The civilian employee is authorized only incidental expenses.

Table 3-14. Specific Rules for TDY Training outside the PDS	
If…	**Then…**
items are contracted or rented with the option to buy,	reimbursement is not authorized.
readiness requires Government dining facility use, the Secretary concerned may authorize Essential Unit Messing for particular courses,	an employee receives the incidental expenses portion of per diem and the discount Government meal rate. The AO may authorize occasional meals for commercial meals the civilian employee is required to purchase.
a civilian employee pays for Government quarters during training at the Survival Training School at Fairchild Air Force Base, Washington,	the fixed $12.50 per diem rate at this location is increased by the actual amount of the Government quarters charge. No per diem is payable during field duty and compound training periods.

2. When movement of dependents and HHG is authorized or approved, the following provisions apply.

Note: Dependent travel and HHG transportation are specified in Chapter 5.

Table 3-15. Allowances for a Temporary Move	
If…	**Then…**
a dependent and HHG are moved to the training site,	the civilian employee receives no per diem at the training site only while traveling.
at the training site or traveling en route,	the dependent receives no per diem.
a civilian employee and a dependent travel together to the training site by POV,	a monetary allowance in lieu of transportation (MALT) is payable, as specified in Chapter 5.
transportation has not started,	the authorization for dependent and HHG transportation can be changed to per diem or AEA for the civilian employee as specified in Chapter 2.
transportation has started,	the civilian employee's allowances and the Government's obligation are fixed and cannot be changed.

CHAPTER 3: TDY TRAVEL

PART C: DEPLOYMENTS, EXERCISES, MANEUVERS, WAR GAMES, AND CONTINGENCY OPERATIONS

0327 Routine or Rotational Deployments

The Services have missions that require routine and rotational deployments. These deployments are not specifically attached to a combatant command (CCMD) or a joint task force (JTF). It is the responsibility of the Senior Commander of the deployment to ensure equity of travel and transportation allowances among deployment participants.

032701. Deployment Allowances

A. Eligibility. Service members who participate in routine rotational deployments may be eligible for travel allowances.

B. Allowances.

1. In preparation for the deployment an advance party often arrives at the planned deployment location to ensure operational readiness. Upon completion of the routine deployment, a rear party remains behind to ensure any actions necessary to vacate the location and end the event are completed.

2. Transportation modes are specified in the travel authorization and transportation allowances for the directed mode are as specified in Chapter 2.

3. Advance parties and rear parties may be authorized the standard travel and transportation allowances specified in Chapter 2.

4. A Service member on a routine rotational deployment should be in a group travel status with no per diem authorized for the trip to and from the deployment location. While at the deployment location, these participants are normally in a field duty status and receive no per diem.

5. The Secretary concerned may authorize per diem as specified in paragraph (par.) 020315, "Other Circumstances Impacting a Traveler's Per Diem," when lodging, meals, or incidentals are not provided.

6. The Secretary concerned may authorize a reduced per diem rate as authorized in par. 020315-D4.

0328 Exercises, Maneuvers, and War Games

Exercises, maneuvers, war games and similar events are all types of TDY intended to enhance military readiness. Advance parties and rear parties (par. 032701) are often used in these events. These events may involve only one Service or multiple Services, one or more Joint Commands, CCMDs, JTFs, coalition forces from other counties, and any combination of these potential participants.

032801. Exercises, Maneuvers, and War Games Allowances

A. Eligibility. A Service member or a civilian employee who participates in field training exercises, practice maneuvers, simulated wartime operations, and JTF exercises (must be field duty) that enhance unit readiness and mission capability are eligible for travel allowances. The U.S. Coast Guard may be part of a JTF performing exercises, maneuvers, or war games and is eligible for travel allowances.

B. Allowances.

1. Transportation modes are specified in the travel authorization and transportation allowances are as specified in Chapter 2 for the mode directed.

2. Advance parties and rear parties may be authorized the standard travel and transportation allowances specified in Chapter 2.

3. A participating Service member is normally in a field-duty status. No per diem is payable when lodging, meals, and incidentals are provided. However, per diem may be authorized as specified in par. 020315 when lodging, meals, or incidentals are not provided. If a status other than field duty is designated, then Service members receive the standard travel and transportation allowances specified in Chapter 2.

4. A civilian employee is considered in a field duty status. No per diem is payable when a Government dining facility—including meals ready to eat—and Government-provided lodging are available. "Government-provided lodging" includes non-transient barracks and tents. However, a civilian employees are authorized reimbursement for actual costs incurred for meals and lodging during the TDY. If a status other than field duty is designated, then a civilian employee receives the standard travel and transportation allowances specified in Chapter 2.

0329 Operational Deployments and Contingency Operations

032901. Reimbursement Options

A. Eligibility. A Service member or civilian employee who is temporarily assigned to a CCMD or JTF for operational deployment or contingency operations, and performing duty under similar conditions within the same area of responsibility (AOR), may be eligible for travel allowances.

B. Allowances. The CCDR or JTF Commander determines the TDY allowances, as specified in Chapter 2, including designating Essential Unit Messing or field duty, and when personnel travels together with limited or no reimbursement. The CCDR or JTF Commander must attempt to ensure that travel and transportation allowances in the AOR, and the requirements to receive them, are equitable among eligible travelers within the AOR.

1. The CCDR or JTF Commander may delegate, in writing, the authority to prescribe a different rate for lodging, meals, incidental expenses, or the entire per diem rate to a subordinate commander who directs the travel in individual travel cases.

a. Services must be notified, in writing, of delegations of authority.

b. The CCDR and JTF Commander's decision about what is payable must be stated in the travel authorization. The determination of the CCDR and JTF Commander supersedes what the AO puts in the TDY order.

2. The Secretarial Process for each Service may direct a TDY option different than the one used for a CCMD or JTF traveler who is either of the following:

a. Not located in the CCMD or JTF AOR, but operating in a support capacity.

b. Located in the CCMD or JTF AOR, but not part of the CCMD or JTF.

C. Special Rules for Deployment and Contingency Travel. If a Service member or civilian employee travels from one TDY location in an AOR to another TDY location within the same AOR, the standard per diem calculation rules in par. 020310-D do not apply. Instead, the CCDR or JTF Commander for the AOR or contingency operation establishes the per diem rate for the travel day between TDY locations within the AOR. If the availability of Government quarters and dining facilities changes between the two locations in the AOR, then the per diem is based on the new TDY location when authorized or approved by the CCDR, JTF Commander, or designee.

1. If a Service member or civilian employee travels from one location in an AOR to another location within the same AOR, the per diem does not change unless lodging meals or incidentals are not available and a statement of non-availability is provided.

2. If a Service member or civilian employee is traveling into or out of an AOR, then the rules specified in Chapter 2 apply for the regular travel days while en route between TDY locations.

3. If a Service member or civilian employee consumes meals at the CCMD or JTF temporary dining facility and is charged the discounted Government meal rate (GMR), reimbursement is for the discounted GMR plus one of the following incidental expense amounts listed in Table 3-16.

Table 3-16. Incidental Expense Amounts

If…	Then the incidental expense amount is…
the traveler is sent TDY to a location in the CONUS,	$5.00.
the traveler is TDY to a U.S. installation OCONUS and Government quarters are available on the installation,	$3.50.
the CCDR or JTF Commander determines that $3.50 is adequate,	$3.50.
the traveler's TDY location is not a U.S. installation,	the applicable locality incidental expense rate applies unless the $3.50 is adequate.

4. When a Service member is assigned to a contingency operation for 181 or more days at one location, the Secretary concerned may direct the use of Government contract quarters. These contracted quarters may be at or near the U.S. installation and are specifically for Service members on the contingency operations. When the location is in the AOR, GMR can be directed when in Government contract quarters off of a U.S. installation.

5. When a civilian employee is deployed to Afghanistan or Iraq to support ongoing contingency operations, the requirements for a TDY of 181 or more consecutive days do not apply. The

authority to exceed 180 days for this type of a TDY was extended indefinitely by the Under Secretary of Defense for Personnel and Readiness (USD(P&R)) memorandum, "Extended Temporary Duty Assignments to Iraq and Afghanistan," dated January 6, 2014. Before travel begins, the travel authorization must cite the February 12, 2008, USD(P&R) memorandum, "Building Increased Civilian Deployment Capacity," as the waiver authority, which does not require Under Secretary of Defense for Civilian Personnel Policy review. This provision also applies to a non-DoD civilian employee if the travel authorization is DoD-funded.

032902. Lodging Reimbursement during an Authorized Absence While TDY in Support of an Operational Deployment or Contingency Operation

For allowances when a civilian employee in support of a contingency operation takes leave, see par. 020312. For purposes of this paragraph, an "authorized absence" refers to a period when a Service member is in an authorized leave status or when the Service member's absence is otherwise authorized under regulations prescribed by the Secretary concerned (37 U.S.C. § 474b(d)).

A. Eligibility. A Service member deployed in support of a contingency operation who retains lodging at the TDY location during an authorized absence may be eligible for TDY lodging as a miscellaneous reimbursable expense provided all four of the following criteria are met:

1. TDY in support of a contingency operation for 31 or more days.

2. Performing duty away from home or the PDS immediately before taking the authorized absence.

3. Receiving per diem for lodging expenses.

4. Returns to the TDY location at the end of the authorized absence.

B. Allowances. For authorized absence days, the amount reimbursed for lodging retained at the TDY location depends on the type of per diem the Service member was receiving while TDY. Per diem is not payable for days at the Service member's PDS or home.

1. If the Service member was receiving per diem under the "lodging plus" method, then the lodging reimbursement is limited to the lodging portion of the locality per diem rate at the TDY location.

2. If the Service member was receiving a long-term, flat-rate per diem allowance, then reimbursement of the actual cost of lodging at the TDY location is limited to what the Service member would have received if the authorized absence had not been taken.

032903. HHG Storage for a Service Member on TDY for an Operational Deployment or Contingency Operation

HHG storage for a Service member may be authorized as either "storage in transit" (SIT) or "special storage." Refer to par. 020502 for allowances.

032904. POV Storage when a Service Member is TDY for an Operational Deployment or Contingency Operation

A. Eligibility. A Service member may be eligible to have one POV stored at Government expense when on a contingency operation for 31 or more days. The storage facility must be a commercial storage facility and the vehicle size must conform to the Surface Deployment and Distribution Command storage contract maximum standard size. The Secretarial Process may authorize or approve the storage of an oversized POV if the Service member requires the oversized POV for medical reasons.

B. Allowances. An eligible Service member may be authorized or approved the POV storage allowances specified in Chapter 5, Part A.

032905. POV Storage when a Civilian Employee is TDY for an Operational Deployment or Contingency Operation

A. Eligibility. A civilian employee or dependent is eligible to have one POV stored at Government expense if the civilian employee is assigned a temporary change of station (TCS) in support of a contingency operation, including humanitarian operations, peacekeeping operations, and similar operations. The POV must be owned or leased for personal use by the civilian employee or dependent. Additionally, the civilian employee must be eligible for TCS allowances and the head of the Agency must determine it would be to the Government's advantage to authorize POV storage.

B. Allowances. The POV storage must be in a commercial storage facility. It may be at a place determined to be reasonable by the Agency concerned. Allowable expenses include POV storage preparation, actual storage cost, and POV preparation for removal from storage after the TDY is ended; transportation of the POV to and from the storage facility; and other necessary expenses related directly to POV storage and transportation. However, POV insurance costs while in storage are the civilian employee's financial responsibility.

CHAPTER 3: TDY TRAVEL

PART D: MEDICAL TRAVEL

Refer to paragraph (par.) 020601, "TDY within the PDS Local Area but outside the PDS Limits," for travel to a medical facility in the local area.

0330 Various Types of Medical Travel

033001. Inpatient, Hospitalization, Rehabilitation, and Outpatient

A. Eligibility. A Service member who is an inpatient, in an outpatient status away from the permanent duty station (PDS), or who is assigned to a rehabilitation center, may be eligible for travel and transportation allowances. An "outpatient status" means that the patient is no longer assigned a bed, but is in a non-leave status. An outpatient is not medically able to return to duty, but is continuing treatment.

B. Allowances.

1. An inpatient is not authorized per diem while hospitalized. However, per diem is authorized when in an outpatient status away from the PDS and for days of travel to, from, and between hospitals.

2. An AO may approve reimbursement of occasional lodging when the Service member must retain lodging at the same or a prior TDY location (see par. 020305).

3. A Service member eligible for allowances under the Pay and Allowance Continuation Program receives the incidental expense portion of per diem (see DoDFMR, Vol. 7A, Chapter 13).

4. A Service member assigned to a rehabilitation center or activity for training or treatment is not authorized per diem when both Government quarters and a dining facility are available.

033002. Emergency Travel Due to Illness or Injury

A. Eligibility. A civilian employee who must discontinue TDY due to illness or injury may be authorized travel and transportation allowances based on the civilian employee's personal situation and the Service's or DoD's mission (see FTR § 301-30).

B. Allowances. The civilian employee should contact the AO immediately for instructions when TDY must be discontinued due to illness or injury. A civilian employee who returns to the PDS or home because of an incapacitating illness or injury is authorized the standard travel and transportation allowances specified in Chapter 2. Allowances for all other eligible travelers follow.

1. Per Diem

Note: Per diem is not allowed at the alternate location. An "alternate location" is a destination other than the civilian employee's PDS or the point of interruption where necessary medical services or emergency situations exist.

a. Per diem is authorized for a civilian employee who discontinues the TDY assignment and takes any type of leave due to an incapacitating illness or injury. However, it:

(1) Must not exceed the per diem rate for the TDY location at which the interruption occurs.

(2) May be continued at the location where the injury or illness occurred, or is being treated, for 14 or fewer days unless authorized by the Service or Department of Defense (DoD) Component.

b. Per diem is not authorized in the following circumstances while a civilian employee is confined to a hospital or medical facility:

(1) In the vicinity of the PDS.

(2) That is the same hospital or medical facility the civilian employee would have been admitted to had the injury or illness occurred at the PDS.

(3) If the civilian employee is paid or reimbursed for hospital expenses under any Federal statute, including for hospitalization in a Department of Veterans Affairs Medical Center or military hospital. However, the civilian employee receives per diem if medical expenses are paid under the Federal Employees Health Benefits Program while in a travel status (5 U.S.C. § 8901-8913).

2. Transportation. A civilian employee who interrupts the TDY and takes leave to travel to obtain medical services at an alternate location and then returns to the TDY may be authorized certain excess transportation costs. See Table 3-17 to determine excess transportation costs. Excess transportation costs are not payable for medical services obtained from the nearest hospital or medical facility because it is not considered an alternate location.

3. Attendant or Escort. An attendant or escort is only authorized transportation expenses, not per diem, to accompany a civilian employee. An attendant or escort who is neither a Service member nor civilian employee is issued an ITA. Authorization may include either round-trip or one-way transportation between the PDS and TDY location (B-169917, July 13, 1970). A medical authority must certify that an attendant is medically necessary.

C. Reimbursement. Reimbursement may be authorized for excess travel costs. Calculate the excess travel costs by adding the actual travel costs from the interruption point, to the alternate location, and return to the TDY location and subtracting the total from the constructed cost of round-trip travel between the PDS and the alternate location. The “interruption point” is where a civilian employee discontinues a travel assignment because of an incapacitating illness or injury and includes the nearest hospital or medical facility capable of treating the civilian employee. These costs are computed as follows in Table 3-17.

Table 3-17. Calculating Excess Transportation Costs	
Type of Excess Cost	**Calculation**
Actual Travel	The transportation costs incurred to the per diem allowed for traveling from the interruption point to the alternate location and the per diem allowed for traveling from the alternate location plus the TDY assignment. The total does not include per diem while the traveler is at the alternate location because it is not authorized.
Policy-Constructed Travel	The transportation expenses that the traveler would have incurred for round-trip travel between the PDS and the alternate location plus the per diem allowed for the time spent traveling between those two places.
Compare the actual travel cost to the policy-constructed travel cost and pay the lessor amount.	

033003. Convalescent Leave Transportation

A. Eligibility. A Service member traveling due to illness or injury while eligible for hostile fire pay may be eligible for transportation allowances (37 U.S.C. § 481a).

B. Allowances. A Service member is authorized transportation from his or her place of medical treatment in the continental United States (CONUS) to a place that he or she selects, and that is authorized or approved through the Secretarial Process, and from that location to any medical treatment location. If deemed necessary by the attending physician, additional trips may be authorized through the Secretarial Process.

1. Transportation in-kind or Government-procured transportation must be used to the maximum extent possible. When such Government transportation is impractical to use, the Service member may instead use personally procured commercial transportation, but only if he or she arranges it through the Travel Management Company (TMC), or he or she can use a privately owned automobile. A Service member using a privately owned vehicle (POV) is reimbursed for the official distance traveled at the TDY automobile mileage rate.

2. No per diem is authorized.

033004. Service Member on the Temporary Disability Retired List (TDRL) Required to Submit to Periodic Physical Examinations

A. Eligibility.

1. The following Service members are eligible for travel allowances:

a. A Service member on the TDRL who is traveling to a medical facility for a required periodic physical examination.

b. A Service member who is retired or separated due to a physical disability and is traveling to a hearing before the Physical Examination Board.

2. Eligibility ends when TDRL status expires.

B. Allowances.

1. When both the Service member's home and the medical facility or hearing location are within the same corporate city limits, travelers receive local transportation reimbursement. For the purpose of travel under TDRL, the Service member's home is the PDS.

2. When outside the corporate limits, a Service member is authorized the standard travel and transportation allowances specified in Chapter 2 for travel to and from the medical facility. The same allowances apply to, from, and during a hearing.

3. A Service member admitted as an inpatient is reimbursed the actual cost charged by the hospital for daily meals. This rate begins day after arrival and continues through the day before departure. If the Service member is an outpatient, he or she receives the standard travel and transportation allowances specified in Chapter 2.

4. An attendant or escort may be authorized per Agency or Service regulations if the Service member is incapable of traveling alone.

C. Attendant or Escort. If authorized or approved, the attendant or escort may receive the standard travel and transportation allowances specified in Chapter 2. An attendant or escort who is neither a Service member nor civilian employee is issued an invitational travel authorization (ITA).

033005. Transfer to or from a Medical Facility or to Home—Including Insane or Mentally Incompetent Patients

A. Eligibility. A patient who is an active-duty Service member and is ordered to travel for necessary medical care is eligible for travel and transportation allowances.

B. Allowances.

1. A Service member is authorized the standard travel and transportation allowances specified in Chapter 2 or permanent change of station (PCS) allowances, as applicable. Advances may be paid against such allowances to an attendant or escort.

2. When transportation in-kind is furnished, the Service member patient and attendant or escort must be furnished in closed room accommodations when required under Service regulations.

C. Attendant or Escort. If an attendant or escort is authorized, he or she is eligible for the standard travel and transportation allowances specified in Chapter 2 for civilian employees. An attendant or escort who is neither a Service member nor civilian employee is issued an ITA.

033006. Service Member Discharged from St. Elizabeth's Hospital, a Department of Health and Human Services (HHS) Medical Facility, or a Veterans Affairs Medical Center

A. Eligibility. A Service member who is a patient in St. Elizabeth's Hospital, an HHS medical facility, or a Veteran's Affairs Medical Center and is discharged from the medical facility may be eligible for travel allowances.

B. Allowances.

1. A Service member in the care of an attendant or escort who was discharged from the Service upon entry to the medical facility, and subsequently discharged from the medical facility, is:

a. Not authorized travel and transportation allowances if the medical facility is in the locality of the Service member's home.

b. Authorized monetary allowance in lieu of transportation (MALT) Plus from the medical facility to the Service member's home if the medical facility is not in the locality of the Service member's home. See Chapter 5 for details on MALT Plus.

2. A Service member who was not discharged from the Service, upon admission to the medical facility for observation and treatment, is authorized PCS travel and transportation allowances upon release from the medical facility.

033007. Medical Specialty Care Travel of More Than 100 Miles

This paragraph does not apply to a dependent outside of the continental United States (OCONUS) or to an active-duty Service member who is authorized medical travel.

A. Eligibility. A patient who requires non-emergency specialty care located more than 100 miles from the primary care manager's (PCM) office may be eligible for travel allowances if:

1. The patient is a TRICARE Prime enrollee (based on policy from OASD/Health Affairs policy, TRICARE Management Activity memorandum, dated June 22, 2001).

a. The military treatment facility where the TRICARE Prime member is enrolled, or the Lead Agent if the TRICARE Prime member is enrolled with a civilian PCM, determines if the specialty care is more than 100 miles from the PCM.

b. This also applies to subsequent specialty referrals authorized by the PCM or Health Care Finder.

2. The retired Service member has a combat-related disability and is not a TRICARE Prime enrollee, but requires follow-up specialty care, services, and supplies for that particular disability (based on policy from OASD/Health Affairs policy, TRICARE Management Activity/Health Plan Operations memorandum, July 14, 2009).

a. A TRICARE Regional Office in the region where the retired Service member resides determines if the specialty care is more than 100 miles from the PCM.

b. The retired Service member may travel for subsequent specialty referrals for that particular disability when authorized by the primary care provider.

B. Allowances.

1. Transportation

a. Government transportation should be used to the maximum extent practicable.

b. If Government transportation is not available, a patient who needs specialty medical care may be authorized or approved to use the following modes of transportation:

(1) Government-procured commercial transportation.

(a) The home and the terminal.

(b) The terminal and the specialty care provider facility.

(c) The specialty care provider facility and lodging, and for all trips the patient must make between these two places.

(2) Personally procured commercial transportation.

(a) The actual cost of the transportation is authorized, not to exceed the cost if Government-procured transportation had been available.

(b) Reimbursement is authorized for actual expenses for round-trip transportation between:

1. The home and the terminal.

2. The terminal and the specialty care provider facility.

3. The specialty care provider facility and lodging, and for all trips the patient must make between these two places.

(c) The transportation mode used must be the least costly available that meets the patient's needs.

(3) POV.

(a) Reimbursement is authorized at the Other Mileage Rate for the official distance between the patient's residence and the specialty care facility. A cost comparison is not required.

(b) Reimbursement is authorized for parking fees and highway, bridge, and tunnel tolls.

2. Lodging and Meals. Reimbursement is authorized for the actual cost of lodging—including tax, tip, and service charges—and the actual cost of meals—including tax and tips, but not including alcoholic beverages—limited to the locality per diem rate. Refer to Table 2-13 for rules on lodging taxes.

3. No other reimbursable expenses are authorized.

4. A medical authority may authorize a parent, guardian, or another adult member of the patient's family who is 21 years of age or older to serve as an attendant. The patient and the attendant cannot be reimbursed for the same travel expense.

C. Attendant. If authorized, round-trip travel and transportation allowances are payable to only one attendant.

1. An eligible attendant who also is a Service member or a civilian employee receives the standard travel and transportation allowances in Chapter 2.

2. Other family members who are 21 years of age or older are authorized reimbursement of travel and transportation expenses as in par. B above. A family member in this category is issued an ITA or is included on the patient's travel authorization and identified as an attendant.

3. A travel authorization for an attendant is limited to 30 days unless a medical authority authorizes or approves an extension. Extensions are limited to 30 days beyond the date of the amended travel authorization so that long-term TDY flat-rate per diem does not apply.

a. Travel authorizations for attendants must cite this paragraph as authority.

b. A written statement by the medical authority, military or civilian, must support the travel authorization that specifies travel to a specialty care provider facility is necessary.

033008. Medical and Dental Care for an Injury, Illness, or Disease Incurred or Aggravated in the Line of Duty for a Reserve Component (RC) Member

A. Eligibility. An RC member is authorized to receive travel allowances when authorized medical or dental care for an injury, illness, or disease incurred or aggravated while (10 U.S.C. § 1074a):

1. On active duty for a period of 30 or fewer days.

2. On Inactive Duty Training (IDT).

3. On funeral honors duty or lodged overnight immediately before serving on funeral honors duty at a location outside the commuting distance of the RC member's residence.

4. Traveling directly to or from a place where the RC member performs or has performed one of the following: active duty for a period of 30 or fewer days, IDT, or funeral honors duty.

B. Allowances.

1. The standard travel and transportation allowances specified in Chapter 2 are authorized for a Service member to travel between home and the treatment facility.

2. No allowances are authorized while at the treatment facility.

3. Allowances are not authorized if the injury is sustained or aggravated as a result of the Service member's gross negligence or misconduct.

033009. Organ Donation

An AO may authorize invitational travel using an ITA when travel is by an individual who serves as an organ donor for a Service member when the donation is authorized under Service regulations.

033010. Participation in Health Surveillance Program

A former civilian employee invited to participate in a DoD Health Surveillance Program consistent with DoD Instruction (DoDI) 6055.05, "Occupational and Environmental Health (OEH)," dated November 11, 2011, may be issued an ITA. A Service may authorize or approve per diem and round-trip transportation between the residence and the medical facility to complete the health-surveillance evaluation.

0331 Medical Travel When Stationed OCONUS

033101. Dependent Medical Care Travel OCONUS

A. Eligibility. A medical authority must determine the dependent's medical or dental care is necessary. If a medical authority is unavailable, then reference this paragraph (see par. 033101-C).

1. A dependent located OCONUS who has an active-duty sponsor who has been authorized, through the Secretarial Process, to receive medical care in a Service medical facility without reimbursement, may be eligible for travel and transportation allowances. The dependent must be accompanying a Service member who has been on active duty for 31 or more days, and the required medical or dental care must be unavailable at the PDS area OCONUS.

2. Transportation is not authorized for a dependent participating in a dental care plan (currently TRICARE) except for:

a. Emergency dental care.

b. Dental care provided at a location OCONUS.

c. Dental care not covered by the dental plan.

3. A dependent who travels for elective surgery is ineligible for travel and transportation reimbursement.

B. Allowances.

1. Transportation. An eligible dependent may receive transportation to the nearest medical or dental facility where adequate care is available. A dependent's return transportation is authorized to the Service member's PDS or to another place the AO determines to be appropriate.

a. Government transportation should be used to and from a medical or dental facility when available and meets the travel requirements. If Government transportation is not available, then a Service member's dependent who is a patient must be transported by one of the following:

(1) Government-procured commercial transportation.

(2) Personally procured transportation, limited to the actual cost of the transportation and to what it would have cost had the Government furnished the transportation, unless Government or Government-procured transportation is not available.

(3) POV authorized at the Other Mileage Rate for the official distance and reimbursement for parking fees and highway, bridge, and tunnel tolls. If multiple official travelers are in a POV, then only the person responsible for the vehicle's operating expenses is reimbursed mileage. Reimbursement for personally procured transportation is limited to what it would have cost had the Government furnished the transportation, unless Government or Government-procured transportation is not available.

b. An outpatient is reimbursed for the actual expenses for transportation between the transportation terminal, the medical or dental facility, and the lodging used for care received outside the Service member's PDS area. The transportation mode used should be the least costly mode that meets the patient's needs. If a POV is used, then the person responsible for its operating expenses is reimbursed at the Other Mileage Rate, based on odometer readings of distance traveled.

2. Lodging and Meals. An eligible dependent may be authorized the following at the medical or dental facility:

a. The actual cost of lodging—including tax, tips, and service charges—limited to the lodging portion of the locality per diem rate.

b. The actual cost of meals—including taxes and tips, but excluding alcoholic beverages—and incidental expenses, limited to the maximum meal rate and incidental expenses (M&IE) portion of the locality per diem rate.

Note: A dependent is not authorized reimbursement for meals for round-trip travel that is performed within 12 hours.

c. A newborn infant is authorized actual expense not to exceed one-half of the applicable daily locality M&IE rate.

3. Reimbursable Expenses. A dependent is authorized reimbursable expenses as specified in Chapter 2.

4. Attendant or Escort (10 U.S.C. §1040 and 37 U.S.C. §451(a)(2)(C)). An attendant or an escort is authorized if a dependent is physically incapable of traveling alone.

a. The authorization for an attendant or escort must be cited on the travel authorization.

b. The Agency directing the travel funds the attendant or escort travel.

5. Accompanying Dependent. The AO may authorize an accompanying dependent who is neither an attendant nor escort if all of the following conditions apply:

a. The accompanying dependent is command-sponsored at the PDS OCONUS and incapable of self-support.

b. No suitable care arrangements can be made at the PDS OCONUS.

c. The travel is in the Government's interest.

C. Documentation.

1. A written statement from a medical authority must support the need for travel confirming both of the following:

a. The seriousness of the condition.

b. The absence of adequate military and civilian facilities for proper treatment.

2. A travel authorization is required to support reimbursement.

a. The travel authorization must cite this paragraph by number as the authority for travel.

b. For all non-emergency medical care, the medical facility must agree to accept the patient before the AO issues a travel authorization.

c. If a medical authority is not available, the travel authorization must indicate this. The AO may determine in that case if proper medical or dental facilities are not available.

D. Attendant or Escort.

1. An attendant or escort is authorized the standard travel and transportation allowances specified in Chapter 2.

2. A Service member or civilian employee serving as an attendant or escort travels under a TDY order.

3. A non-Government civilian serving as an attendant or escort must be issued an ITA.

E. Accompanying Dependent. An accompanying dependent is limited to round-trip air transportation between the PDS OCONUS and the medical facility. No per diem is payable and any further travel costs are the financial responsibility of the Service member. This authority should be used as a last resort.

F. Funds Advance. A travel advance is authorized for the patient and the attendant or escort in accordance with the DoD Component's policy and par. 010204.

033102. Medical Travel and Transportation Allowances When a Civilian Employee Is Assigned to a Foreign PDS OCONUS

A locally hired civilian employee who does not have a Service agreement is ineligible for this allowance.

A. Eligibility. An eligible civilian employee assigned to a foreign PDS OCONUS, or the civilian employee's dependent, may be authorized travel and transportation to another location when the local medical facilities (military or civilian) cannot accommodate his or her medical or dental needs.

1. Eligible individuals include:

a. A civilian employee permanently assigned to a foreign PDS OCONUS or who is performing foreign PCS travel OCONUS.

b. A dependent who resides with the civilian employee at the foreign PDS OCONUS or who is performing foreign PCS travel OCONUS.

c. A dependent who boards at a foreign school OCONUS and otherwise resides with the employee at the foreign PDS OCONUS.

d. A dependent who was born during his or her mother's health care travel.

e. An attendant and an escort may be eligible to receive these medical travel allowances if the civilian employee or his or her dependent is incapable of traveling alone.

(1) An attendant is appointed by a medical authority.

(2) An escort is appointed by the civilian employee's supervisor or AO.

f. An accompanying dependent under the conditions in par. 033102-B5.

2. Eligibility factors include:

a. A civilian employee or dependent who requires treatment that must be completed before the next scheduled renewal agreement travel (RAT) or environmental morale leave (EML) and, if delayed, could result in the condition becoming worse. This includes specialized examinations, special inoculations, obstetrical care, and hospitalization (GSBCA 15948-TRAV, April 30, 2003).

(1) Schedule medical travel with other non-medical travel, if possible.

(2) The travel may be authorized under the conditions and limitations in this Section whether or not the health care is at Government expense.

b. A civilian employee or dependent requires dental care that, if delayed, could result in severe damage. Eligible dental care is defined Table 3-18.

Table 3-18. Eligible Dental Care for a Civilian Employee OCONUS

Type of Care	Parameters
Required Dental	Required care is treatment that must be completed before the next RAT or EML travel and, if delayed, could result in a need for Emergency Dental Care.
Orthodontic Dental	Orthodontic care is treatment required for proper occlusion.
Periodontal Disease	Periodontal care is treatment necessary to prevent permanent damage to the teeth and supporting structures.

3. Ineligible Medical and Dental Care

The following care is not considered required treatment and, therefore, does not meet the eligibility requirements:

a. Medical care for elective treatment, routine medical examinations, or routine immunizations.

b. Dental care for elective treatment, routine cleaning, superficial scaling, fluoridation treatment, or elective cosmetic dental treatment.

B. Allowances. The standard travel and transportation allowances in Chapter 2 are payable subject to the following limitations:

1. Transportation

a. The AO authorizes appropriate transportation to the facility closest to the civilian employee's PDS where suitable health care can be obtained, also known as the "designated point." The AO determines the designated point based on the advice of a professional certifying physician.

b. A civilian employee or dependent should use Air Mobility Command (AMC) resources when available and it meets the mission. The AO may authorize the standard travel and transportation allowances in Chapter 2 for health care transportation or follow the physician's recommendation for travel by private airline, ambulance service, or other specialized medical transportation provider when needed.

c. Transportation for health care is authorized from the foreign PDS OCONUS to the designated point and return to the PDS. However, an AO may authorize or approve transportation for health care to a location other than the designated point at the civilian employee's request.

(1) Transportation reimbursement to and from the civilian employee's requested location is limited to what the cost of the Government would have been had the official traveler arrived at the designated point.

(2) The civilian employee must agree, in writing to pay or reimburse the Government any excess travel and transportation costs incurred by the civilian employee or his or her dependent, or accompanying family members. See "Sample Excess Cost Agreement" in Appendix X.

(3) An obstetrical patient may choose to travel to the CONUS or non-foreign area OCONUS, but transportation at Government expense is authorized only to the nearest port of embarkation in the CONUS. Alternately, an obstetrical patient may choose to travel to a foreign location OCONUS that is not the "designated point," provided an Excess Cost Agreement is executed.

(4) A civilian employee or his or her dependent is only authorized health care transportation once per year for required dental care. The year begins on the first day of health care travel for the required dental care.

2. Baggage. The AO may authorize or approve excess accompanied baggage for medical travel because of climatic factors, health care necessity, or other adequate reasons in accordance with par. 020207.

3. Per Diem

a. Per diem is not payable for hospital stays.

b. Per diem is only authorized for a maximum of 180 consecutive days, which includes all of the following:

(1) Travel time to and from the designated point or elective destination.

(2) Necessary delays before treatment and while awaiting return transportation.

(3) Necessary outpatient treatment periods.

c. Per diem for dental patients may not be authorized for more than:

(1) Three days for emergency dental care. However, the AO may authorize a longer period if the severity of the dental condition requires more time to complete the emergency dental care.

(2) One day for required dental care.

d. Per diem may be authorized for travel periods to and from a location for health care other than the designated point requested by the civilian employee or his or her dependent. However, the number of days for which per diem is payable is based on the constructed travel time to and from the designated point.

e. The per diem rate is based on the applicable locality rate. If the civilian employee or his or her dependent travels to a destination other than the designated point, then the per diem rate is limited to the rate for the designated point.

f. Per diem for obstetric care travel may not be approved by the AO for 91 or more days, unless an early departure from, or a delayed return to, the PDS is medically required.

g. A newborn infant is authorized per diem under the same circumstances and conditions as the mother, except at half the locality per diem rate.

4. Attendant or Escort. A civilian employee or dependent physically incapable of traveling alone may be authorized an attendant or escort. This authorization must be in the civilian employee's or dependent's travel authorization and cite this Section as the authority. An attendant or escort may be any person who provides the necessary assistance required by the civilian employee or dependent.

Note: A professional health care provider, attendant, or escort ordinarily is unnecessary on AMC medical evacuation flights.

5. Accompanying Family Member. The AO may authorize or approve a civilian employee or his or her dependent to have an accompanying family member on the medical travel if the AO determines that all three circumstances apply:

a. The family member is incapable of self-care at the PDS.

b. No suitable care arrangements can be made at the PDS.

c. The travel is in the Government's interest.

6. Separate Maintenance Allowance (SMA)

The civilian employee can request a Voluntary SMA on behalf of the dependent. Refer to Department of State Standardized Regulation 260, "Separate Maintenance Allowance," for details about the allowance.

C. Attendant or Escort. An attendant or escort is authorized to receive the standard travel and transportation allowances specified in Chapter 2. In addition to per diem for travel periods, an attendant or escort is authorized up to 3 days of per diem after arrival at the treatment center to consult with the treating health care providers and arrange return travel.

1. Travel Authorizations and Orders

a. A Service member or civilian employee serving as an attendant or escort travels under a TDY order.

b. A non-Government civilian serving as an attendant or escort must be issued an ITA or included on the same travel authorization as the civilian employee or dependent and identified on that authorization as the attendant or escort.

2. Contracting for an Attendant or Escort. The AO may authorize the PDS contracting officer to enter into a contract with a non-family member or a professional health care provider to provide reasonable compensation in addition to the standard travel and transportation allowances specified in Chapter 2, to include compensation for excess accompanied baggage.

3. Travel Authorization or Order Extension. In extraordinary cases, the AO may approve longer periods of per diem if the attendant or escort is the patient's dependent and his or her presence is necessary to:

a. Help with the adult patient's treatment regimen.

b. Resolve a minor patient's medical problems, provide psychological support during inpatient confinement, or provide parental care while awaiting inpatient admission or during outpatient treatment.

4. Non-Concurrent Travel. The AO may authorize an attendant to travel separately or at a different time than the patient when the need for an attendant arises during treatment or there is need for an attendant only during a portion of the patient's travel.

D. Accompanying Dependent. An accompanying dependent is limited to round-trip air transportation between the PDS OCONUS and the medical facility. No per diem is payable and any further travel costs are the financial responsibility of the civilian employee. This authority should be used as a last resort.

0332 Designated Individual and Non-Medical Attendant Traveling to a Wounded, Ill, or Injured Service Member or Civilian Employee

033201. Travel of a "Designated Individual" for the Health and Welfare of a Wounded or Ill Service Member

A retired Service member who incurs a serious injury or illness after retirement, whose injury or illness reoccurs or is aggravated after retirement, or whose death becomes imminent after retirement is not covered under this authority.

A. Eligibility. An active-duty Service member, an RC member on active duty, a Service Academy cadet or midshipman paid under 37 U.S.C. § 209(d), a Senior Reserve Officers' Training Corps (SROTC) cadet paid under 37 U.S.C. § 209(d), or a retired Service member who is seriously ill or seriously injured may be eligible to have up to three Designated Individuals visit him or her at a medical facility.

1. The attending physician or surgeon *and* the commander or head of the military medical facility in charge of the Service member must determine in writing that the presence of a "Designated Individual" is necessary for the Service member's health and welfare. Once that determination is issued, the Service member may select a Designated Individual and the AO may authorize up to three Designated Individuals to visit.

2. A Service member may change any or all of the Designated Individuals during the duration of the Service member's inpatient treatment.

3. If the Service member is unable to select a Designated Individual, then the attending physician, surgeon, commander, or head of the military medical facility selects the Designated Individual.

4. A Service member who is seriously ill or seriously injured does not require a declaration of brain death or that electrical brain activity still exists when death is imminent.

Table 3-19. Service Members Authorized Visits from Designated Individuals

Eligible Service Member	Eligibility Criteria to Receive Designated Individuals
Active-duty Service Member	• Seriously wounded, ill, or injured, including suffering from a serious mental disorder, or when death is imminent, who is hospitalized in a medical facility anywhere in the world. • Suffering from a wound or injury incurred in an operation or area designated by the Secretary of Defense as a combat operation or combat zone, who is hospitalized in a medical facility in the United States for treatment of that wound or injury.
RC Member on Active Duty	
RC Member Entitled to Disability Pay and Allowances (37 U.S.C. § 204(g))	• Physically disabled as the result of an injury, illness, wound, or disease incurred or aggravated, or when death is imminent. • Hospitalized in a medical facility anywhere in the world as a result of illness, injury, or disease in the line of duty while performing Inactive Duty Training or while traveling directly to or from such training.

Table 3-19. Service Members Authorized Visits from Designated Individuals	
Eligible Service Member	**Eligibility Criteria to Receive Designated Individuals**
Retired Service Member	● Retired solely due to a wound, illness, or injury, or because death was imminent and he or she is hospitalized in a medical facility anywhere in the world. ● Travel should occur about the same time as the incident because the authority is not intended to provide transportation at a later date.

B. Allowances. If the attending physician or surgeon *and* the commander or head of the military medical facility in charge of the Service member determine in writing that the presence of a Designated Individual is necessary for the Service member's health and welfare.

1. Transportation

a. A Service member or civilian employee visiting a patient as a Designated Individual receives the standard travel and transportation allowances specified in Chapter 2.

b. A person other than a Service member or a DoD civilian employee visiting a patient as a Designated Individual is authorized round-trip transportation between the Designated Individual's home and the medical facility where the Service member is hospitalized by one or a combination of the following:

(1) Transportation in-kind.

(2) Personally procured commercial transportation. TMC use is mandatory.

(3) The automobile mileage rate for the official distance traveled by POV.

c. Government or Government-procured transportation must be used to the maximum extent practicable for transoceanic travel.

d. Land travel by mixed modes is reimbursed for the actual travel, limited to the cost of personally procured transportation from origin to destination, minus the cost of any Government-procured transportation used.

e. Only the POV operator is authorized the reimbursement of the automobile mileage rate.

f. Only one round-trip may be provided between the Designated Individual's home and the medical facility in any 60-day period.

(1) Not more than a total of three round trips may be provided in any 60-day period when a Service member authorized multiple Designated Individuals.

(2) The number of round trips in any 60-day period is reduced by the number of non-medical attendants the Service member is authorized.

(3) These numbers can be increased if the member, through the Secretarial Process, has been authorized more than three Designated Individuals.

2. Per Diem

a. During any time period, only three Designated Individuals may be paid per diem.

b. Per diem for a Designated Individual who is neither a Service member nor a DoD civilian receives per diem while in a travel status:

(1) A Designated Individual is authorized per diem for round trip to a medical facility at Government expense:

(a) While at the site during visits with the seriously wounded, ill, or injured Service member.

(b) For return travel to the Designated Individual's home.

(2) It is not necessary to compare costs for voluntary trips away from the medical facility as described in par. 020312.

3. A Designated Individual may be authorized reimbursable expenses.

4. Travel Authorizations and Orders

a. A Service member or civilian employee serving as a Designated Individual travels under a TDY order.

b. A non-Government civilian serving as a Designated Individual must be issued an ITA.

C. Funding. The wounded or ill Service member's organization is responsible for funding the travel of the Designated Individuals.

033202. Travel of a Non-Medical Attendant for a Seriously and Very Seriously Wounded, Ill, or Injured Service Member, Service Academy Cadet or Midshipman, or SROTC Cadet

A. Eligibility. A non-medical attendant is chosen by the Service member, the Service Academy cadet or midshipman paid under 37 U.S.C. § 209(d), or the SROTC cadet receiving pay under 37 U.S.C. § 209(d), who is hospitalized or requires continuing outpatient treatment for the wound, illness, or injury. The attending physician or surgeon *and* the commander or head of the military medical facility in charge of the Service member must determine in writing that an individual is appropriate to serve as a non-medical attendant and that his or her presence may contribute to the health and welfare of the Service member.

1. A non-medical attendant may *not* also be a Designated Individual.

2. Ordinarily, a Service member has only one non-medical attendant. Only in extenuating circumstances and then only through the Secretarial Process may more than one non-medical attendant be authorized.

B. Allowances.

1. A Service member or civilian employee serving as a patient's non-medical attendant receives the standard travel and transportation allowances specified in Chapter 2. Only one round-trip may be provided between the non-medical attendant's home and the medical facility.

2. A person other than a Service member or a DoD civilian employee serving as a patient's non-medical attendant travels on an ITA and is authorized round-trip transportation between the medical attendant's home and the medical facility where the Service member is hospitalized by one or a combination of the following:

a. Transportation.

(1) Transportation in-kind.

(2) Personally procured commercial transportation. TMC use is mandatory.

(3) The automobile mileage rate for the official distance traveled by POV. Only the POV operator is authorized the reimbursement of the automobile mileage rate.

(4) Land travel by mixed modes is reimbursed for the actual travel, limited to the cost of personally procured transportation from origin to destination, minus the cost of any Government-procured transportation used.

(5) Government or Government-procured transportation must be used to the maximum extent practicable for transoceanic travel.

(6) If an authorized non-medical attendant resides near the medical facility where the Service member is receiving treatment, which becomes the Service member's PDS, then local travel may be authorized if necessary to obtain treatment for the Service member at the PDS.

(7) A non-medical attendant may be provided transportation only from the treatment location to any subsequent medical facility where the Service member is transferred for treatment. However, if the non-medical attendant uses a POV when a patient is transferred to another medical facility at the Service member's PDS, then the non-medical attendant only gets the mileage from the old treatment location to the new treatment location. It's not the non-medical attendant's location used to calculate mileage; it's the location of the patient.

b. Per diem.

(1) If an authorized non-medical attendant resides near the medical facility where the Service member is receiving treatment, which becomes the Service member's PDS, then:

(a) Per diem is *not* authorized while in the local area.

(b) Transportation and per diem may be authorized for the non-medical attendant to accompany the member to a location outside the PDS to receive further treatment.

(2) Per diem may be paid when an individual is authorized a round trip to and from a medical facility at Government expense:

(a) For travel to the medical facility.

(b) While at the site during visits with the seriously wounded, ill, or injured Service member.

(c) While accompanying the Service member to a subsequent location for further treatment.

(d) For return travel to the non-medical attendant's home.

(3) Voluntary trips home are not subject to a cost comparison, as described in par. 020312.

3. Non-medical attendants may be authorized reimbursable expenses.

4. Per diem may not be authorized for 31 or more days unless an extension is approved. Approved extensions must *not* exceed 30 days beyond the amendment or modification date of the travel authorization or order, such that long-term TDY flat-rate per diem does not apply.

C. Funds Advance. Non-medical attendants may be authorized a travel advance, as outlined in par. 010204.

033203. Travel of a "Designated Individual" for the Health and Welfare of a Wounded or Ill Civilian Employee

A. Eligibility. A civilian employee who becomes critically ill or is seriously wounded while on official duty at an unaccompanied duty station and is subsequently medevac'd to another medical facility may be eligible for a Designated Individual (10 U.S.C. § 1599b; 22 U.S.C. § 4081). An "unaccompanied duty station" is a permanent duty station to which dependents are not permitted to go with the civilian employee. A TDY location in an area designated by the Secretary of Defense as a combat zone also qualifies. The injury or illness must be life threatening or have the potential for permanent life-changing conditions for the civilian employee.

1. The attending physician or surgeon must determine that a "Designated Individual" is necessary for the civilian employee's health and welfare. Once that determination is issued, the civilian employee may select a Designated Individual and the AO may authorize up to three Designated Individuals to visit him or her at a medical facility.

2. A civilian employee's dependent or family member, which includes parents or guardians, siblings, non-dependent children, or any individual who holds a medical power of attorney to make medical decisions for the civilian employee may be eligible for travel allowances as a Designated Individual. Each Designated Individual is issued an ITA.

3. The authority to exceed three Designated Individuals may be authorized through the Secretarial Process only if the number of dependent children plus the spouse exceeds the limitation.

4. If the civilian employee is unable to select a Designated Individual, then the attending physician or surgeon selects the Designated Individual.

B. Allowances.

1. Transportation

a. A Designated Individual for a critically ill or seriously wounded civilian employee is authorized:

(1) Transportation in-kind.

(2) Reimbursement for personally procured commercial transportation, up to the cost of Government-procured commercial air transportation. The rules for commercial air travel in Chapter 2 apply.

(3) Reimbursement for travel between terminals, which is *only* authorized for ground or air transportation between interim airports.

b. Government or Government-procured transportation must be used to the maximum extent practicable for transoceanic travel.

2. Per Diem

a. Per diem may be paid when a Designated Individual is authorized a round trip to and from a medical facility at Government expense:

(1) For travel to the medical facility.

(2) While at the hospital during visits with the critically ill or seriously wounded civilian employee for 30 or fewer days.

(3) For return travel to the Designated Individual's home.

b. Per diem is authorized for the travel time to and from the medical facility, and up to 30 days at the medical facility. Per diem is limited to 30 days at the medical facility.

3. Reimbursable Expenses. Reimbursable expenses as outlined in Chapter 2 are authorized, *except* for baggage expenses. There is no authority for the reimbursement of either excess or unaccompanied baggage expenses.

C. Funding. The civilian employee's command is responsible for funding.

CHAPTER 3: TDY TRAVEL

PART E: LEAVE IN CONJUNCTION WITH TDY

0333 Leave and TDY

Personnel directives dictate when and how leave is charged for time spent on personal business if it is not justified as official travel in accordance with the JTR. A Service member is not in a travel status while on an administrative absence. A civilian employee is not in a travel status while on an excused absence or administrative leave. Refer to Department of Defense (DoD) Instruction (DoDI) 1400.25, Vol. 630, "DoD Civilian Personnel Management System: Leave," March 19, 2015, incorporating Change 2, Effective May 8, 2015.

033301. Leave or Personal Travel Combined with Official Travel

A. Eligibility. The AO may permit a Service member or civilian employee to combine leave or personal travel with official travel at no additional cost to the Government provided that:

1. City Pair Program airfare, and other contracted travel rates, are limited to official Government business and not authorized for personal travel.

2. The official transportation is arranged through the Defense Travel Management Office-contracted Travel Management Company.

3. The traveler arranges personal travel at personal expense.

4. The AO does not permit a TDY trip that is an excuse for personal travel.

B. Allowances. Table 3-20 provides the travel and transportation allowances available for various combinations of leave and official travel.

1. Reimbursement is authorized for the actual cost of the transportation used and en route per diem, limited to what the Government's cost would have been between the official duty locations had there been no personal travel taken.

2. Economy or coach accommodations must be used unless other accommodations are approved as specified in Chapter 2.

3. If a travel authorization identifies any location as personal or leave travel, then the authorization must state that any excess costs over the costs for official travel are the traveler's financial responsibility.

Table 3-20. Situations Involving Leave and Official Travel	
If…	**Then the traveler…**
the TDY trip is known before going on leave,	is reimbursed per diem while at the TDY location. Actual travel expenses to and from the TDY location are authorized, but limited to the constructed round-trip cost between the PDS and TDY location.
the TDY trip is known before going on leave,	cannot use City Pair Program airfares for transportation to or from the leave location.
the traveler is absent from the PDS for personal reasons and has to return to the PDS for official reasons before the originally intended return,	is not authorized reimbursement for expenses incurred for the return travel.*
a traveler is on leave away from the PDS and receives an order to perform TDY at the leave location,	is authorized per diem for the TDY performed according to the travel authorization. Reimbursement for transportation expenses is also authorized for the return trip, but limited to the transportation costs that exceed what the traveler would have incurred if no TDY were required (31 Comp. Gen. 509 (1952)).
a traveler is on leave away from the PDS and the leave is interrupted to perform TDY at various places, including a return to the PDS, and the traveler is allowed to resume leave upon TDY completion,	is authorized the following: ● Per diem and transportation expenses from the place at which leave was interrupted to the TDY locations. ● Per diem while at the TDY locations, but no per diem while at the PDS. ● Per diem and transportation to return to the place at which the leave was interrupted (25 Comp. Gen. 347 (1945); 28 Comp. Gen. 237 (1948); 39 Comp. Gen. 611 (1960)).
a traveler is on leave and the leave is interrupted to perform TDY at various places *not* including a return to the PDS, and the traveler is allowed to resume leave upon TDY completion,	is authorized the following: ● Per diem and transportation from the place where leave was interrupted to the TDY locations. ● Per diem while at the TDY locations. ● Per diem and transportation expenses to return to a leave location, which can be different than where leave was interrupted. The actual cost of the transportation for the round-trip distance and expense from the TDY location to the leave location is limited to the distance and constructed cost of travel expenses between the TDY location and the traveler's PDS (27 Comp. Gen. 648 (1948)).
a traveler's leave is interrupted for TDY, and the traveler is required to return to the PDS and not allowed to resume leave at the end of the TDY,	is authorized the following: ● Per diem and transportation from the leave location to the TDY location. ● Per diem while at the TDY location. ● Return travel from the TDY location to the PDS. These allowances are limited to the excess cost

Table 3-20. Situations Involving Leave and Official Travel	
If…	**Then the traveler…**
	over the constructed per diem and transportation expense for return directly from the leave location to the PDS.
a traveler is on leave away from the PDS, and receives orders to go to a TDY location immediately upon completion of leave, and return to the PDS upon completion of the TDY,	is authorized the following: ● Per diem and transportation expenses from the leave location to the TDY location. ● Per diem while at the TDY location. ● Per diem and transportation from the TDY location to the PDS. These allowances are limited to the excess of the constructed cost from the leave location directly to the PDS (19 Comp. Gen. 977 (1940)).
a traveler is on leave away from the PDS, receives orders to go to a TDY location immediately upon completion of leave, and return to the PDS upon completion of the TDY, and the traveler must go through the PDS to get to the TDY location,	is authorized per diem and transportation expenses, limited to the cost of round-trip travel and transportation between the PDS and the TDY location (24 Comp. Gen. 443 (1944)).
a Service member is recalled from leave to return to the PDS for operational reasons because of an actual contingency or emergency war operation, or because of an urgent and unforeseen circumstance when a substantial portion of the scheduled leave period has been eliminated by the recall or the leave purpose has been defeated (60 Comp. Gen. 648 (1981)),**	is authorized the standard travel and transportation allowances specified in Chapter 2 beginning on the day of departure from the leave location, or place where the order cancelling the leave was received, to the PDS and, if authorized to resume leave, standard travel and transportation allowances from the PDS to a leave location no farther from the duty station than the place at which the order canceling the leave was received. Per diem is not authorized at the PDS.

**Per diem and transportation expenses from the leave location to the PDS may be authorized when the Service member or civilian employee is recalled from leave due to an unforeseen official need. The travel authorization must state or indicate that the personal expense incurred in traveling to the leave location makes it unreasonable to require the Service member or civilian employee to bear the additional travel expense to comply with the recall or TDY order (39 Comp. Gen. 611 (1960)).*
***A Service member recalled from leave for disciplinary action is not authorized standard travel and transportation allowances under this provision, and is responsible for the costs to return to the PDS.*

C. Effect of Leave or Administrative Absence on Per Diem.

1. Service Member. Per diem is not authorized for any day a Service member is not in a travel status or on any day classified as leave or an administrative absence (DoDI 1327.06, "Leave and Liberty Policy and Procedures," June 16, 2009, incorporating Change 3, May 19, 2016, Enclosure 2).

Note: For long-term TDY, see also pars. 032902, "Lodging Reimbursement during an Authorized Absence While TDY in Support of an Operational Deployment or Contingency Operation," 033501 "Lodging Expenses for Service Members on Leave during an Authorized or Ordered Evacuation," and 020311, "Flat-Rate Per Diem Reimbursement during a TDY."

2. Civilian Employee

a. A civilian employee is authorized per diem for a day when leave is taken for only part of the workday. Per diem is not authorized when leave is taken for the entire workday.

b. A civilian employee may be authorized per diem for leave for up to two non-workdays if leave is taken for all workdays between non-workdays.

c. A civilian employee is not authorized per diem for leave on non-workdays when:

(1) Leave is taken for the whole workday before, and the whole workday following, the non-workday.

(2) The civilian employee returns to the PDS or residence.

d. When a civilian employee chooses not to return to the PDS immediately upon completion of the TDY for personal reasons, per diem is authorized only for the time allowed in the constructed cost of the trip between leaving the TDY point and arriving at the PDS.

(1) When constructing the costs of returning to the PDS, if the trip is short or travel is authorized on carriers with sleeping accommodations, then the departure day used to construct the travel costs is the same day that the TDY is completed.

(2) When sleeping accommodations are not available on the authorized transportation mode, the departure date used to construct the travel costs is the morning of the day after TDY is completed.

e. When on leave at a dependent safe haven location, see Chapter 6.

033302. Leave Taken while on a TDY with Long-Term Lodging (not Flat-Rate)

When a traveler rents or leases lodging on a weekly, monthly, or long-term basis, the daily TDY lodging cost is computed by dividing the total periodic lodging cost by the number of days the traveler is authorized the lodging portion of the locality per diem rate (62 Comp. Gen. 63 (1982)). This computation presumes that the traveler acts prudently in renting by the week or month, and that the Government does not exceed the cost of renting conventional lodging at a daily rate.

Table 3-21. Computation Example for Leave Taken While on a TDY with Long-Term Lodging (Not Flat-Rate Per Diem)

Calculation Step	TDY with Leave
1	A traveler is on a TDY at a location at which the per diem is $136 ($80/$56)
2	Lodging (apartment and utilities) is obtained on a long-term basis for $900 per month.
3	The daily lodging cost per month is $30 ($900 for 30 days).
4	In June, the traveler took leave for 10 days and is authorized per diem for only 20 days.
5	The daily lodging rate during June is $45 per day ($900 for 20 days). Since the $45 per day lodging cost does not exceed the authorized $80 per day locality ceiling, the traveler is reimbursed $45 per day for 20 days of lodging in June.

033303. Ship Relocated During Authorized Absence

A. Eligibility. A Service member assigned to a ship who is on leave or liberty when the ship relocates may be eligible for travel allowances if he or she was not notified of the ship's relocation before departing on leave. A Service member who was on emergency leave when the ship moved follows the policy in Chapter 4.

B. Allowances. A Service member may receive travel and transportation allowances to pay for the additional costs of returning to the ship at its new location, limited to the cost of transportation from the ship's old location to the new location.

1. Transportation in-kind is authorized for transoceanic travel.

2. Government-procured transportation is authorized, but the Service member is financially responsible for all costs above the limit. City Pair Program airfares are not authorized when the Service member's transportation cost is higher than the limit.

0334 Personal Emergencies While on TDY away from the PDS

Refer to DoDI 1327.06 and Service regulations for specifics on situations that warrant emergency leave. For emergency leave travel associated with medical situations, see Chapter 4.

033401. Service Member Personal Emergency Travel While on TDY

A. Eligibility. A Service member who is on TDY, or assigned to a ship operating away from the home port, and experiences a personal emergency is authorized for travel and transportation allowances.

B. Allowances. The standard travel and transportation allowances specified in Chapter 2 are authorized for an eligible Service member to travel round trip from the TDY location, or location of a ship operating away from the home port, to the PDS or home port.

1. When emergency travel to a location other than the PDS or home port is authorized, then the standard travel and transportation allowances specified in Chapter 2 are reimbursed. When round-trip travel occurs, the reimbursement is limited to the costs between the TDY location, or ship operating away from home port location, and the PDS or home port, and return.

a. If it is unnecessary to return to the TDY location, or to the ship operating away from the home port, when the personal emergency is finished, then the Service member is authorized limited return travel and transportation directly to the PDS or home port.

b. If a Service member returns from the emergency leave location to the PDS instead of to the TDY location, then the reimbursement is limited. The total cost of travel from the TDY location to the emergency leave location and from the emergency leave location to the PDS is limited to the cost had the Service member traveled directly from the TDY location, or ship operating away from the home port, to the PDS or home port.

2. Space-required Government transportation must be used if reasonably available. A Service member who does not use available Government transportation is not reimbursed for transportation costs.

3. If space-required Government transportation is not reasonably available, then contracted City Pair Program airfares may be used. If travel to the emergency leave location is more expensive than travel to the PDS or home port, then City Pair Program airfares are not authorized.

4. Authority does not exist for one-way travel and transportation to a ship's new location if the Service member departed on emergency leave while the ship was in its home port.

5. Per diem is not authorized while the Service member is at the emergency leave location or any time his or her travel status is classified as leave or an administrative absence.

033402. DoD Civilian Employee Personal Emergency Travel While on TDY

If a DoD civilian employee interrupts his or her TDY because of an incapacitating illness or injury, see par. 033102.

A. Eligibility. DoD civilian employees who are on TDY away from the PDS or home port and must discontinue or interrupt the mission before completion because of a personal emergency may be eligible for travel and transportation allowances.

B. Allowances. The DoD Component may authorize or approve the standard travel and transportation allowances specified in Chapter 2 based on the DoD civilian employee's personal situation and the Service's or Component's mission. This authority may be delegated, but must be held to the highest administrative level practical to ensure adequate consideration and review of the circumstances surrounding the need for the emergency travel.

1. From TDY Location to Home or PDS. If a civilian employee discontinues his or her TDY and returns home or to the PDS, then transportation expenses and en route per diem may be authorized or approved from the interruption point to the PDS. The unused portion of the Government-funded transportation for the TDY must be used, if possible. City Pair Program airfares may be used. A new TDY order must be issued if the civilian employee returns to the TDY location after the personal emergency is resolved.

2. From TDY Location to Alternate Destination and Return to the TDY Location. A civilian employee who discontinues his or her TDY and takes leave for travel to an emergency leave location—other than the PDS or from the point at which the civilian employee was notified of the emergency—and then returns to the TDY location, may be authorized or approved certain excess travel costs.

a. The excess travel costs allowed are the excess actual travel costs from the point at which the civilian employee was notified of the emergency, to the emergency leave location, and return to the TDY assignment that exceeds the constructed cost of round-trip travel between the PDS and the emergency leave location. Refer to Table 3-17 for rules on calculating the excess transportation costs.

b. City Pair Program airfares cannot be used for travel to an emergency leave location and return to the TDY location.

c. If a civilian employee does not have sufficient personal funds to pay for transportation to an emergency leave location and the return trip to the TDY location, then the DoD Component may provide transportation for the civilian employee, or provide an advance of funds to enable the transportation purchase. The civilian employee must reimburse the Government for any Government-funded transportation cost or travel advance over the authorized or approved allowance.

0335 Service Member on A TDY after Evacuation

033501. Lodging Expenses for a Service Member on Leave during an Authorized or Ordered Evacuation

A. Eligibility. A Service member who is on a TDY and takes leave to travel at personal expense to the safe haven where the dependent is evacuated, may be eligible for a lodging allowance if the Service member meets all of the following criteria:

1. Has an order to the TDY location for 31 or more days.

2. Receive per diem while at the TDY location to cover TDY lodging expenses because Government quarters are not available at no cost to the Service member.

3. Return to the TDY location immediately after completing the authorized leave.

B. Allowances. The Service member is authorized reimbursement for lodging retained at the TDY location, during leave, limited to the lodging portion of the locality per diem rate for the TDY location for each day. The allowance is claimed as a miscellaneous reimbursable expense.

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CHAPTER 4

GOVERNMENT FUNDED LEAVE

0401 Applicable Allowances for Government-Funded Leave Travel

040101. Standard Transportation and Reimbursement

A. Standard Transportation. Transportation authorized in par. 020101 applies to this chapter; however, travelers must use Government transportation for Government-funded leave, when available. If the command determines that Government transportation is reasonably available and a traveler does not use it, then reimbursement is not authorized. A commander must determine "reasonable availability" after considering the frequency and scheduling of flights and other relevant circumstances, including those personal to the Service member. The AO determines the authorized transportation mode if Government transportation is unavailable.

Table 4-1. Standard Transportation Allowances for Government-Funded Leave Travel

Type of Leave	Transportation Mode		
	Government Transportation	**Commercial Airplane, Bus, or Rail**	**Privately Owned Vehicle (POV)**
Emergency Leave Emergency Visitation Travel (EVT) Funded Environmental and Morale Leave (FEML) Rest and Recuperation (R&R) Special R&R (SR&R)	Space required.	• Transportation is limited to the policy constructed airfare. • An eligible traveler may use City Pair Program airfares between authorized locations. If travel is to a more expensive alternate destination, then the City Pair Program airfares cannot be used.	• Other Mileage Rate. (see par. 020210) • Transportation is limited to the policy constructed airfare.

B. Standard Reimbursements. Table 4-2 lists the reimbursable expenses authorized and not authorized during Government-funded leave. When travel is by commercial air, rail, or bus, the total transportation reimbursement is for the actual expenses incurred, limited to the Government-procured transportation cost between authorized locations. Reimbursable transportation costs include the actual ticket cost and those expenses identified in Table 4-2 when not included as part of the ticket cost.

Table 4-2. Reimbursable Expenses for Government-Funded Leave Travel

Reimbursable Transportation-Related Expenses when not Included as Part of the Ticket Cost	Allowances and Reimbursements not Authorized
• Travel Management Company fees. • Charges for the first checked bag up to the carrier's standard checked baggage allowance. • Arrival or departure taxes or fees. • Currency conversion fees for allowable transportation costs. • Ground transportation between interim airports.	• Per diem or meal tickets. • Excess accompanied baggage. • Unaccompanied baggage. • Transportation from the permanent duty station (PDS), home, or destination to the airport and return, except Government-FEML. • Terminal parking fees.

0402 Emergency Leave for Service Members

040201. Transportation in Personal Emergencies

A. Eligibility. Criteria for a Service member or dependent to receive emergency leave transportation appear in Table 4-3. The personal emergency must be evaluated in accordance with Department of Defense (DoD) Instruction (DoDI) 1327.06, "Leave and Liberty Policy and Procedures." Cadets and midshipmen are not eligible for emergency leave transportation.

1. A Service member's domicile is relevant to personal emergency transportation if the Service member is stationed in the continental United States (CONUS). A "domicile" is a Service member's home of record, place from which entered (or called) to active duty, place of first enlistment, or permanent legal residence.

2. For an eligible dependent, personal emergencies are circumstances similar to those for which a Service member receives emergency leave travel. For escort of remains of a deceased Service member, see par. 032001.

Table 4-3. Eligible Traveler for Personal Emergency Leave

Traveler	Eligibility Criteria
Service Member	• On permanent duty outside the continental United States (OCONUS). • Assigned to a ship or unit operation OCONUS. • Has a domicile OCONUS and is on permanent duty or initial training in the CONUS, ordered to active duty with the PDS not designated in the order, or as described in Table 3-10 (see Chapter 5) and emergency leave location is OCONUS.
Dependent	• Is command-sponsored and residing OCONUS with the Service member. • Authorized to reside at a location OCONUS and for whom the Service member receives a station allowance while on permanent duty OCONUS. • A dependent residing in the CONUS with an emergency leave location OCONUS is eligible for travel allowances only if the Service member is on permanent duty OCONUS or has a domicile OCONUS. A dependent's domicile is irrelevant.

B. Allowances. An eligible Service member or dependent is authorized transportation from locations listed in Table 4-4. A different destination may be approved through the Secretarial Process. Return transportation from the destination to the originating location or PDS is authorized if

transportation to the destination was under par. 0402. Additionally, travel across the CONUS is at Government expense if the CONUS must be crossed to get to the emergency-leave location OCONUS. See Section 0401 for transportation and reimbursable expenses.

C. Authorized Locations. Origins and destinations that are authorized for an eligible Service member or dependent on emergency leave travel appear in Table 4-4.

Table 4-4. Authorized Origins and Destinations for Emergency Leave Travel

Authorized Origins	Authorized Destinations
Eligible Service Member or Dependent in the CONUS	
International airport nearest the Service member's PDS.	An international airport in a non-foreign area OCONUS, or any other location OCONUS, as determined by the Secretarial Process.
International airport nearest the dependent's location when notified of the personal emergency.	
Eligible Service Member or Dependent OCONUS	
● A Service member's PDS. ● The dependent's authorized location OCONUS. ● The Service member's or dependent's location when notified of the personal emergency, if the location is OCONUS.	● The international airport in the CONUS closest* to the location from which the Service member or dependent departed and to which air transportation is available along a normally traveled international route. This is the only criterion for the cost limit to be used for transportation to another airport. ● Any airport in the CONUS that is closer to the Service member's or dependent's destination if the transportation cost is less than the transportation cost to the international airport closest* to the location from which he or she departed and to which air transportation is available along a normally traveled international route. ● An airport in a non-foreign area OCONUS. ● Any foreign location OCONUS, as determined through the Secretarial Process.

**The closest port of entry in the CONUS is the standard of measure for determining the cost limitation (37 U.S.C. § 481d).*

Note: No authority exists for one-way emergency leave transportation from the CONUS back to a PDS OCONUS if a Service member or dependent is on personal leave in the CONUS when the emergency occurs. Nor does authority exist for one-way emergency leave transportation from OCONUS back to the CONUS PDS if the Service member or dependent is on personal leave OCONUS when the emergency occurs.

0403 Emergency Visitation Travel (EVT)

The reasons for EVT are divided into five categories with varying allowances, requirements, and limitations and are detailed in the subsequent paragraphs.

040301. Travel in Response to a Medical Emergency, Eldercare, Death, or Unusual Personal Hardship

EVT is not discretionary for travel under this paragraph once the approval authority confirms the need.

A. Eligibility. A civilian employee or dependent residing with the civilian employee at a foreign PDS OCONUS is authorized transportation allowances in specific emergency circumstances (10 U.S.C. § 1599b; 22 U.S.C. § 4081; and Department of State Foreign Affairs Manual 3, Section 3740, "Emergency Visitation Travel (EVT)," June 22, 2012).

1. The civilian employee must be a U.S. citizen and have a Service agreement that provides for return travel to the civilian employee's "actual residence" (see Appendix A).

a. Medical. Table 4-5 summarizes what a traveler may be authorized.

Table 4-5. Medical Travel

Authorizing or Approval Authority	Authorization	Limitation of EVT Visit
AO with the assistance of medical authority, if available	• The civilian employee *or* the civilian employee's spouse or domestic partner can take one round trip to visit an *immediate* family member who is seriously ill or injured (see par. 040301-B). • If the civilian employee, spouse, or domestic partner returns to the PDS from the EVT visit, and the ill or injured family member subsequently dies, then the AO may authorize or approve a second trip.	One round trip for each serious illness or injury of each family member.

(1) EVT is to visit an *immediate* family member who is seriously ill or injured, such that death is likely to occur.

(2) The AO must validate that the family member's condition meets the requirements for EVT. A civilian employee's request for EVT for a medical reason must include sufficient information to enable the AO—with the assistance of a medical authority, if available—to determine whether the medical condition of the family member to be visited is severe enough that death is likely to occur. The request must also include:

(a) Name and address of the family member.

(b) Family member's relationship to the civilian employee or the civilian employee's spouse or domestic partner.

(c) Telephone number and e-mail address, if available, of the attending physician or hospital.

(d) Name, address, and telephone number of a person at the family member's location who may be contacted about the emergency and that person's relationship to the family member.

(3) If the family member is located in a foreign area, the AO must request assistance from the nearest PDS or medical facility to validate that the family member's medical status meets the requirements for EVT.

b. Eldercare. Table 4-6 summarizes what a traveler may be authorized.

Table 4-6. Eldercare Travel

Authorizing or Approval Authority	Authorization	Limitation of EVT Visit
AO	• A civilian employee is limited to two round trips using EVT during his or her lifetime. The civilian employee's spouse or domestic partner is also limited to two round trips using EVT during the spouse's or domestic partner's lifetime. • The eligible traveler may use both EVT trips to visit one incapacitated parent, or may use one trip for each incapacitated parent.	Two round trips over the lifetime of each eligible traveler.

(1) EVT for eldercare is authorized when it is necessary to arrange medical care, arrange home care services, evaluate a facility placement, or otherwise assess the need for a new living situation or other form of care for an incapacitated parent when the parent may not be able to live independently.

(2) When requesting EVT for eldercare, the civilian employee must submit a written statement or certification to the AO. It must contain:

(a) The number of EVT trips already taken by the civilian employee, spouse, or domestic partner during his or her lifetime for eldercare. After an individual uses EVT for eldercare for two parents, he or she cannot select any additional parents for EVT purposes.

(b) The name and address of the parent and the care facility, if the parent is under temporary care away from the normal residence. When the EVT request is authorized or approved, the parent's identity and the EVT must be recorded in the civilian employee's personnel record.

(c) A detailed description of the circumstances for which EVT is requested.

(d) Details about the manner in which the person who stood in loco parentis has fulfilled the role in place of a biological, step-, or adoptive parent.

(3) The civilian employee may designate the civilian employee's spouse or domestic partner to travel in the civilian employee's place, or the civilian employee may travel in the spouse's or domestic partner's place.

c. Death of an Immediate Family Member. Table 4-7 summarizes what a traveler may be authorized.

Table 4-7. Travel for Death of an Immediate Family Member

Authorizing or Approval Authority	Authorization	Limitation of EVT Visit
AO	● The civilian employee or the civilian employee's spouse or domestic partner is limited to one round trip to the place of interment when a family member dies. Travel must begin as soon as practicable upon notice of the death. ● When a civilian employee or the civilian employee's spouse or domestic partner visits a sibling at personal expense, and the sibling dies within 45 calendar days of when the traveler departed from the foreign PDS, then the traveler may elect either reimbursement for the round-trip visit already taken at personal expense or EVT round-trip transportation for the sibling's interment.	One round trip and travel must begin as soon as practicable following death notification.

(1) EVT is authorized for the interment of a civilian employee's spouse or domestic partner; child—including a stepchild or adopted child—or individual who is or was under legal guardianship of the civilian employee, spouse, or domestic partner; parent of the civilian employee, spouse, or domestic partner, or a brother, stepbrother, sister, or stepsister of the civilian employee, spouse, or domestic partner.

(2) Either the civilian employee *or* the civilian employee's spouse or domestic partner may be eligible for EVT, but not both.

d. Death of a Civilian Employee or Dependent. Table 4-8 summarizes what a traveler may be authorized.

Table 4-8. Travel for Death of a Civilian Employee or Dependent

Authorizing or Approval Authority	Authorization	Limitation of EVT Visit
AO	When a civilian employee or dependent dies in a foreign location, regardless of whether death occurs at the PDS or elsewhere in a foreign area, each of the civilian employee's dependents is authorized to accompany the body anywhere in the world.	One round trip to the place of interment for each eligible dependent who resides at the civilian employee's PDS.

e. Unusual Personal Hardship. EVT may be authorized for a civilian employee, spouse, or domestic partner who has exceptional circumstances that require emergency family visitation for reasons other than visiting an ill or injured family member, death of a family member, or care of an incapacitated parent. Table 4-9 summarizes what a traveler may be authorized. Requests must be supported by a statement from the civilian employee, detailing the exceptional circumstances. Documentation must:

(1) Include the nature of the circumstances and any available documentation relating to the circumstances of the request.

(2) Include the statement: "I [declare, certify, verify, or state] under the penalty of perjury under the laws of the United States of America that the foregoing is true and correct. Executed on [date]. [Signature]".

Table 4-9. Travel for Unusual Personal Hardship

Authorizing or Approval Authority	Authorization	Limitation of EVT Visit
Individual delegated authority by the DoD Component concerned	Each DoD Component establishes general criteria that warrant approval of EVT in exceptional circumstances for a civilian employee *or* a spouse or domestic partner residing with the civilian employee at a foreign PDS.	One round trip from PDS to EVT location and return.

2. The civilian employee *or* one dependent, but not both, is authorized EVT for a qualifying emergency. In exceptional circumstances, the AO may authorize or approve additional family members for EVT travel. Exceptional circumstances may include when:

a. A critical injury occurs to a dependent child attending school away from the PDS.

b. The civilian employee or dependent dies at the PDS and the remains are being returned for interment in the CONUS or a non-foreign area OCONUS.

c. A nursing child needs to accompany the mother, or a preschool child needs to accompany a single parent.

3. A civilian employee is ineligible for EVT when either of the following situations occurs:

a. The emergency travel is wholly within the foreign PDS area or country.

b. The civilian employee is not at the foreign PDS OCONUS on one of the following:

(1) Leave in the CONUS or a non-foreign location OCONUS.

(2) Temporary duty in the CONUS or non-foreign location OCONUS.

4. A dependent is ineligible for EVT when the emergency travel is wholly within the foreign PDS area or country.

B. Allowances. An eligible civilian employee or dependent is authorized round-trip transportation from a foreign PDS to the CONUS or a non-foreign area OCONUS. In certain family emergencies, the AO may approve another location. Refer to par. 0401 for transportation and reimbursable expenses. The provisions below apply to each traveler.

1. Transportation

a. Transportation is authorized from the eligible civilian employee's PDS to the CONUS or a non-foreign OCONUS location of the seriously ill, injured, or deceased dependent, or for eldercare.

(1) Use special or discounted fares offered for a short, round trip (excursion fares) with restrictions, such as minimum and maximum stays, to the maximum extent possible.

(2) Indirect routing may be authorized only when a civilian employee is performing official duties en route or when it is to the Government's advantage to purchase a ticket in foreign currency at an intermediate point.

b. When a civilian employee is on leave in a foreign location, or an eligible family member is in a foreign location away from the civilian employee's PDS, EVT allowances are limited to the Government's cost for traveling between the PDS and the EVT destination.

c. If the destination is in a foreign location, then reimbursement is limited to the transportation costs that would have been incurred between the civilian employee's PDS and actual residence. The only exception is if the traveler is using EVT to visit a person in a foreign location who is there because of the civilian employee's assignment at the foreign PDS. In such case, reimbursement is for the actual cost of transportation.

d. A civilian employee must repay the Government-paid or Government-reimbursed EVT expenses when EVT is used as a substitute for travel for purposes for which EVT is not authorized.

2. Travel Before Authorization. The civilian employee *or* the employee's eligible spouse or domestic partner may travel before the AO authorizes the EVT.

a. Personally incurred transportation expenses may be reimbursed if the travel is approved after the fact.

b. The Government may provide transportation for EVT justified by medical reasons or for eldercare after the traveler executes a repayment acknowledgment. The repayment acknowledgment must include:

(1) "I certify that I have read and understand Joint Travel Regulations (JTR), Chapter 4, Section 0403, and related JTR sections, and that all expenditures made by the Government in connection with my emergency visitation travel, [or emergency visitation travel of my eligible spouse or domestic partner, [Name]], shall become my personal financial responsibility. These expenditures are subject to collection as an overpayment in the event that approval of such transportation is determined to be unwarranted under the provisions in par. 0403. If I do not repay these funds immediately upon demand, I understand that the Government may pursue collection of these funds through deductions from salary, allowances, lump payments, or any other remedy."

(2) The civilian employee's signature.

c. The civilian employee is financially liable for any expenditure not approved and must repay the cost of any transportation provided by the Government if the travel is determined to have been unwarranted under the conditions governing EVT.

d. In 30 or fewer calendar days after travel is completed, the EVT traveler must provide a written certification to the AO detailing the name, address, and relationship to the traveler of the person visited. The certification must:

(1) Detail the circumstances that necessitated the EVT, including any illness, health conditions, or other circumstances at the time of travel that met the requirements for EVT.

(2) Attach a report from the attending physician or hospital, describing the nature of the dependent's illness at the time of travel.

(3) Detail the parent's health status when travel is for eldercare.

(4) Detail the exceptional circumstances requiring the EVT.

(5) Include the signed and dated statement: "I [declare, certify, verify, or state] under penalty of perjury under the laws of the United States of America that the foregoing is true and correct."

e. Based on the statement and supporting documentation that the civilian employee, spouse, or domestic partner provides, the AO determines if the travel satisfied all of the requirements for EVT.

(1) If the travel meets the EVT requirements, then the AO issues the appropriate travel order for the EVT.

(2) If the travel does not meet the requirements, then the AO notifies the civilian employee or dependent that the conditions did not satisfy the requirements for EVT. The civilian employee may request reconsideration by providing the AO additional supporting documentation.

3. EVT Affects Other Types of Travel. See Chapter 5 for the effect of EVT on RAT and Chapter 6 for the effect on family visitation travel.

C. Funding. The civilian employee's command funds the EVT and reimburses the authorized expenses. The civilian employee is financially liable for any expenditure not authorized or approved. Refer to DoDI 1400.25, Volumes (Vol.) 630, "DoD Civilian Personnel Management System: Leave," and 1260, "DoD Civilian Personnel Management System: Home Leave," both dated March 19, 2015, for information about charging leave.

0404 Funded Environmental and Morale Leave (FEML)

The FEML policy is established for a Service member in DoDI 1327.06. This policy is adopted and used for DoD civilian employees. When a Service member or civilian employee qualifies for both FEML and COT leave travel or RAT, then he or she is eligible for only one of the funded-transportation leave programs.

040401. FEML Transportation

A. Eligibility.

1. A Service member or a civilian employee may be eligible for FEML if he or she is stationed at an authorized FEML PDS for 24 or more consecutive months (10 U.S.C. § 1599b and 22 U.S.C. § 4081(6)). The required 24 months can include a 12-month tour that is extended for an additional consecutive 12 months. FEML is not discretionary for travel under this paragraph when an individual meets eligibility requirements, unless otherwise prohibited in this regulation.

2. A dependent is eligible for FEML when residing with the Service member or civilian employee serving an accompanied tour, if the Service member's dependent is command-sponsored or the civilian employee's dependent is authorized. A student attending school away from the PDS is considered to be residing with the Service member or civilian employee in terms of FEML eligibility. An authorized dependent may travel separately or alone, even if the Service member or civilian employee elects not to travel.

3. FEML may be combined with other official travel or another funded-leave transportation program. However, each traveler is eligible to take only the number of trips authorized in Table 4-10. Receiving dual allowances or comparable allowances from another Agency is not allowed. When two eligible Service members or civilian employees reside in the same household at the FEML PDS, each is authorized only one FEML trip. Any eligible dependent or family member who qualifies for FEML under both of the Service members or civilian employees may receive only one of the allowances. Similarly, if an eligible traveler's transportation is funded by a host government in a way that is comparable to FEML, the traveler is not eligible for a FEML trip.

4. The number of FEML trips an eligible traveler may take depends on the Service member's or civilian employee's tour length, as shown in Table 4-10. A Service member executing an in-place consecutive overseas tour (IPCOT) is authorized additional FEML trips based on Table 4-10, as is a civilian employee who signs a tour-renewal agreement. No more than two FEML trips are authorized for any overseas tour, including extensions to that tour.

5. The time frame for FEML travel is set closer to the middle of an eligible tour by limiting the number of months after it begins or before it ends when a traveler can use FEML. However, on a case-by-case basis, a Combatant Commander (CCDR) may waive the following three-month rule and six-month rule. FEML must be performed before the traveler completes his or her tour of duty (CBCA 1067-TRAV, June 26, 2008) and:

a. Should not be performed within three months of the beginning or end of a 12-month extension to a tour that previously was at least 24 months long but less than 36 months.

b. Should not be performed within six months after the beginning or six months before the end of a 24- or 36-month tour of duty.

Table 4-10. FEML Trips Authorized by Assignment Length and Tour Extension

Tour Length	Number of FEML Trips Authorized
At least 24 months, but less than 36 months	1
Tour *extended* at least 12 months	1 additional
New tour *assignment* at least 24 months, but less than 36 months	1 additional*
At least 36 months	2
Tour *extended* for any length of time	0 additional
New tour *assignment* at least 24 months	1 additional*
New tour *assignment* at least 36 months	2 additional*

** A new tour assignment, such as a Service member's IPCOT or when a civilian employee signs a renewal agreement, starts the number of FEML trip authorizations over. When a traveler on a 12-month tour to a FEML location without a dependent extends for a consecutive second 12-month tour, the traveler is only eligible for one funded-leave transportation program: COT travel (Service member only), RAT (civilian employee only), or FEML.*

B. Allowances. An eligible traveler is authorized transportation from an authorized FEML origin to an authorized FEML destination. See Appendix S for a list of authorized FEML locations, destinations, and authorities designated to certify a place as a FEML location or destination. A Service member or dependent and a civilian employee or family member may travel together or separately during FEML. Eligible travelers may not use cruise or tourist packages to or from the authorized destination. Refer to Section 0401 for transportation and reimbursable expenses.

1. Alternate Destination Transportation. An eligible traveler may select an alternate destination rather than the one listed in Appendix S.

a. Transportation reimbursement is for the actual cost of transportation, but the reimbursement cannot exceed the cost of Government-procured transportation between the FEML PDS and the authorized destination.

b. An eligible student attending school away from the PDS may be authorized FEML to join the family at the authorized FEML location or alternate destination. The Government-funded transportation costs from the school to the designated FEML location or alternate destination must not exceed the Government's cost had the dependent traveled from the PDS to the authorized FEML location.

2. FEML Repayment. A civilian employee must repay the Government-paid or Government-reimbursed FEML expenses when he or she does not complete the tour for reasons other than:

a. A compassionate transfer.

b. A management initiated transfer.

c. An involuntary separation that is no fault of the civilian employee.

d. Training needs.

e. A new assignment that shortens the length of the current tour, disqualifying FEML eligibility for a trip that was previously authorized and completed.

0405 Travel for Rest and Recuperation (R&R) Leave

Regular R&R leave and Special R&R (SR&R) leave policy is established in DoDI 1327.06. This policy is adopted and used for DoD civilian employees. A dependent or family member is ineligible for R&R leave transportation.

040501. R&R Leave

A. Eligibility.

1. A Service member or a DoD civilian employee on a tour of duty for 12 months or more is eligible for R&R leave transportation when assigned to a location OCONUS identified in Table 4-11.

2. R&R leave can be combined with liberty, administrative absences, TDY, or travel for other purposes only when the Service member or DoD civilian employee requests it. The CCDR or designated representative, who must be at least a General Officer or Flag Officer, may authorize the

combined travel if it is in the Government's best interest. Travelers may be eligible for additional R&R leave transportation depending upon the tour of duty identified in Table 4-12.

Table 4-11. Authorized Duty Locations and R&R Destinations

Authorized Duty Location	R&R Destination OCONUS	R&R Destination in the CONUS
Afghanistan	Airport closest to leave point	Airport closest to leave point
Chad (effective Oct 1, 2010)	Not applicable (N/A)	Dulles, Virginia* (Va.)
Cuba (Joint Task Force-GITMO only)	Muñiz Air National Guard Base, Puerto Rico	Naval Air Station Jacksonville or Naval Station Norfolk
Democratic Republic of Congo (effective Oct 1, 2010)	N/A	Dulles, Va.*
Djibouti	Airport closest to leave point	Airport closest to leave point
Ethiopia (effective Oct 1, 2010)	N/A	Baltimore, Maryland* (Md.)
Iraq	Airport closest to leave point	Airport closest to leave point
South West Asia (Joint Task Force-SWA only)	Frankfurt, Germany	Baltimore, Md.*
Jordan	Airport closest to leave point	Airport closest to leave point
Kenya (effective Oct 1, 2010)	N/A	Baltimore, Md.*
Pakistan	Airport closest to leave point	Airport closest to leave point
Somalia	Airport closest to leave point	Airport closest to leave point
Sudan (effective Oct 1, 2010)	N/A	Dulles, Va.*
Syria	Airport closest to leave point	Airport closest to leave point
Uganda (effective Oct 1, 2010)	N/A	Dulles, Va.*
Yemen	Airport closest to leave point	Airport closest to leave point

**For international travel to Washington, D.C., or to Baltimore, Md., a City Pair Program airfare from origin to "WAS" airports constitute the airfare for constructing transportation costs.*

B. Allowances. An eligible traveler receives transportation allowances for round-trip travel between the authorized duty location and an authorized R&R destination, both of which are identified in Table 4-11. A DoD civilian employee stationed in Iraq, Afghanistan, or Pakistan uses Table 4-14. An eligible traveler may not use cruise or tourist packages to or from the authorized destination. Refer to Section 0401 for transportation and reimbursable expenses.

Table 4-12. Tours of Duty that Receive R&R Transportation

Type of Tour	Criteria for Eligibility
Standard	The eligible traveler must be at an authorized duty location listed in Table 4-11for 91 or more days before taking the first R&R leave. One R&R leave trip is authorized for each standard 12-month tour.
Contingency	A traveler on a TDY for 12 months or more at a location OCONUS that is listed in Table 4-11 is eligible for one R&R leave trip after serving 60 or more consecutive days at the TDY site. The CCDR at the TDY location, or a designee not lower than the General or Flag Officer level, may waive the 60-day minimum requirement for R&R leave.
Extended	If the traveler volunteers to extend a 12-month tour of duty to 18 months or more, then the traveler is eligible for an additional R&R leave trip after serving 18 months in the authorized duty location.

C. Designating Authorities. The authorities listed in Table 4-13 designate the authorized duty locations and destinations for R&R leave, which must meet the requirements of DoDI 1327.06. Do not send designation requests to the Per Diem, Travel, and Transportation Allowance Committee.

Table 4-13. Designating Authorized Duty Locations for R&R Leave Transportation

Service or Agency	Point of Contact for Requests
DoD Services	Send requests through Combatant Command channels to Principal Deputy Under Secretary of Defense for Personnel and Readiness.
National Oceanic and Atmospheric Administration (NOAA)	Send requests to the Director of NOAA Corps.
U.S. Public Health Service	Send requests to the Assistant Secretary for Health, Department of Health and Human Services.
U.S. Coast Guard	Send requests to the Commandant (CG-133), U.S. Coast Guard.

040502. Official Duty in Iraq, Afghanistan, or Pakistan

A. Eligibility. A DoD civilian employee on a permanent duty assignment, temporary change of station, or TDY in Iraq, Afghanistan, or Pakistan for the specified amount of time is eligible for R&R leave transportation to the locations specified in Table 4-11.

1. An eligible employee must be in an approved leave status while traveling to, from, and during the R&R leave trip (see DoDI 1400.25, Vol. 630).

2. The DoD civilian employee is expected to return following the R&R leave trip. The Government has the authority to reclaim its costs for transporting a civilian employee who does not return to Iraq, Afghanistan, or Pakistan after the R&R leave trip.

B. Allowances. The number of R&R trips is specified in Table 4-14. An eligible traveler receives transportation allowances for round-trip travel between the authorized duty location and an authorized R&R destination. An eligible traveler may not use cruise or tourist packages to or from the authorized destination.

Table 4-14. Duty Assignments for a DoD Civilian Employee in Iraq, Afghanistan, or Pakistan that Receive R&R Transportation

Length of Assignment	Criteria for Eligibility
At Least 6 Months but Less than 12 Months	A DoD civilian employee eligible for R&R leave is authorized one round trip after serving a minimum of 60 days in Iraq, Afghanistan, or Pakistan.
12 Consecutive Months or More	A DoD civilian employee eligible for R&R leave is authorized three round trips. He or she can take the first trip after serving a minimum of 60 days in Iraq, Afghanistan, or Pakistan and take the remaining trips at reasonable intervals.

040503. Special R&R (SR&R) Absence in Connection with a Tour Extension

A. Eligibility. A Service member classified in a career specialty designated for SR&R must meet *all* of the following criteria to be eligible for SR&R transportation allowances:

1. Be entitled to basic pay.

2. Complete a tour of duty at a designated PDS OCONUS and execute an agreement to extend that tour for one or more years.

B. Allowances.

1. An eligible Service member may receive one of the following:

a. Round-trip transportation and 15 days of SR&R absence after completing a designated tour OCONUS of 12 or fewer months.

b. Round-trip transportation and 20 days of SR&R absence after completing a designated tour OCONUS of 12 or more months.

c. Special pay for an extension of duty instead of SR&R.

2. Round-trip transportation for SR&R leave is authorized between the PDS OCONUS and either the nearest port in the CONUS (10 U.S.C. § 705(b)(2)) or an alternate destination. The round-trip cost to the alternate destination cannot exceed the cost of round-trip transportation between the PDS OCONUS and the nearest port in the CONUS. Refer to Section 0401 for transportation and reimbursable expenses.

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CHAPTER 5: PERMANENT DUTY TRAVEL

PART A: MEMBERS ONLY

SECTION 1: GENERAL

5000 SCOPE

A. General

1. PCS Allowances Incident to a PCS. This Chapter prescribes a member's authority for travel and transportation allowances for:

a. Personal and dependent travel,

b. HHG,

c. POV,

d. Mobile home,

e. DLA, and

f. TLE.

2. PCS Allowances not Directly Related to a PCS. This Chapter prescribes authority for travel and/or transportation for:

a. Dependents,

b. HHG,

c. POV,

d. Mobile home transportation under unusual/emergency circumstances, and

e. Other situations not directly related to a PCS.

3. Non-PCS Travel Allowances. See Ch 7.

4. Leave En Route. A member is authorized PCS travel and transportation allowances whether or not leave is taken en route.

5. Short Distance Move. When residence relocation is unnecessary because the PCS is a short distance move, the member must not be paid MALT Plus, unless ordered to perform TDY en route.

6. Pet Quarantine. See Ch 5, Part A8.

7. Reimbursable Expenses on Official Travel. See App G.

8. Home of Selection. Once a home is selected, that selection is irrevocable if:

a. Transportation-in-kind is furnished and used, or

b. Travel and transportation allowances are received after travel is completed.

B. PCS Travel Covered.

1. Transfer. Travel ICW a permanent duty transfer from one station to another.

2. Change in a Unit's Home Port/PDS Location. Travel ICW a ship's home port/mobile unit's PDS location change.

3. Call to Active Duty. Travel from primary residence, home or PLEAD to the first PDS upon:

a. Appointment/re-appointment (including reinstatement) to regular Service from civilian life or from an RC;

b. An RC member called/ordered to active duty (including duty for training) for 20 or more weeks at one station;

c. Recall to active duty from the Fleet Reserve or the Fleet Marine Corps Reserve, or from retirement (including temporary disability retirement); or

d. Enlistment/induction into the Service (regular or during emergency).

4. Separation or Retirement. Travel from the last PDS to home upon:

a. Discharge, resignation, or separation from the Service under honorable conditions;

b. An RC member's release from active duty (including active duty for training) to which called for 20 or more weeks at one station;

c. Transfer to the Fleet Reserve or to the Fleet Marine Corps Reserve;

d. Retirement; or

e. Temporary disability retirement.

5. Member Married to DoD Employee. See par. 5638 for HHG transportation when a DoD civilian employee is married to a uniformed member and both are authorized HHG shipments to the same new PDS.

6. Travel and Transportation Allowance Extensions when a Member Separates from the Service

a. A written time limit extension may be authorized/approved using the Secretarial Process.

b. An explanation of the circumstances justifying the extension must include the following:

(1) The specific additional time period.

(2) A description of the circumstances that prevent use within the prescribed time. The extension must be for the shortest time appropriate under the circumstances.

(3) Acknowledgement that the extension is not being granted merely to accommodate personal preferences or convenience (DoD/GC #99-1).

(4) An extension must not be authorized/approved if it extends travel and transportation allowances for more than 6 years from the date of:

(a) Separation, release from active duty, or retirement

(b) Receipt by a member's dependents of official notice that the member is dead, injured, missing, interned, or captured, unless a member's certified on-going medical condition prevents relocation of the dependent(s) for longer than 6 years from the notification date.

(5) An extension under 'Other Deserving Cases' (par. 5068-B) for any reason may not be for more than 6 years from the date of separation, release from active duty, or retirement.

7. Delayed/Deferred Use of PCS Allowances

a. The member may elect not to move dependents and HHG (or a mobile home in lieu of HHG) when authorized.

b. Dependents' travel and transportation allowances for still-eligible dependents and HHG (for some/all of the HHG) or mobile home transportation costs are payable incident to a subsequent PCS, using a combination of PCS orders.

c. Allowances are limited to the greater of the distances in items (1) and (2) below. This does not provide for transportation of non-command-sponsored dependents from an OCONUS PDS.

(1) To the new PDS from the former PDS from which the dependents and/or HHG (or mobile home) were not moved, or

(2) From the current PDS from which the member is being ordered.

d. See par. 5074-C1 ICW dependent transportation.

e. See par. 5172-D ICW HHG transportation.

f. See par. 5404-H ICW mobile home transportation.

C. TDY Mileage, MALT, TLA/TLE, and Per Diem Computation. Use the actual amount without rounding when computing TDY mileage, MALT, TLA, TLE, and per diem computation.

5002 ELIGIBILITY

A. General. This Chapter applies to PCS of all regular and RC members.

B. Unique Categories. The following unique personnel categories are authorized PCS allowances as indicated, a/an:

1. Cadet/midshipman. See par. 7650.

2. Applicant and a rejected applicant of the regular service. See par. 5063 and 7660.

3. RC member. See par. 7355.

4. Member whose enlistment has been voided. See par. 5041-A.

C. Persons Not Covered. The following personnel categories are not authorized PCS allowances, a/an:

1. Absentee/straggler being returned to the PDS. See par. 7655.

2. Member discharged under other than honorable conditions. See par. 5067.

3. Prisoner. See par. 7620.

5004 ELIGIBILITY AND ALLOWANCES TABLE

This table is a general guide to basic travel and transportation allowances in various PCS situations. Specific allowances are prescribed in the rest of the Chapter and must be used to administer travel and transportation allowances ICW a member's PCS.

Table 5A-1

Movement Situation	Mbr Travel	Dep Travel	HHG Transp	NTS [1]	POV Shipment[2]	POV Storage[2,3]	Mobile Home Shipment [3]	DLA [4]	TLE [5]	TLA[6]
	Ch 5B	Ch 5C	Ch 5D	Ch 5D	Ch 5E1	Ch 5E2	Ch 5F	Ch 5G	Ch 5H	Ch 9C
Travel to 1st PDS	Yes	Yes	Yes	Yes [7]	No [8, 9]	Yes	Yes	No	Yes	No [10]
PCS from CONUS to CONUS	Yes	Yes	Yes	Yes [7]	No [9]	No	Yes	Yes	Yes	No
PCS to/from OCONUS	Yes	Yes	Yes	Yes	Yes	Yes	No [11]	Yes	Yes	Yes
PCS from OCONUS to OCONUS	Yes	Yes	Yes	Yes	Yes	Yes	No [11]	Yes	No	Yes
PCS Involving Mbr Married to Mbr Couples CONUS to CONUS To/from OCONUS	Yes(each) Yes(each)	Yes (each) Yes (each)	Yes [12] (each) Yes [12, 13] (each)	Yes (each) [7] Yes (each)	No [9] Yes (each)	No Yes	Yes [14] No [11]	See par. 5442-D & Table 5G-1	Yes (each) Yes (each)	No Yes (each)
Separated Under Honorable Conditions [15] Mbr completed 90% of 1st term Mbr did not complete 90% of 1st term	Yes Yes [16]	Yes Yes [16]	Yes Yes	Yes [17] Yes [17]	No [18] No [18]	No No	Yes Yes	No No	No No	Yes [24] Yes [24]
Separated under Other than Honorable Conditions [15]	Yes [19]	Yes [19]	Yes [20]	No	No [18]	No	Yes	No	No	No
Placed on TDRL	Yes [21]	Yes [21]	Yes [21]	Yes	No [18]	No	Yes	No	No	Yes [24]
Retired with pay (incl for disability); discharged with severance/separation pay; involuntarily released from active duty with readjustment separation pay [22]	Yes	Yes	Yes	Yes	No [18]	No	Yes	No	No	Yes [24]

[1] For the time limitation of NTS for a PCS order, see par. 5226.
[2] The member must meet the eligibility criteria in par. 5332 to be authorized POV transportation.
[3] A member must meet the conditions in par. 5398 to be authorized mobile home transportation. Mobile home allowances are in lieu of HHG transportation except as noted in par. 5208-D.
[4] The member must meet eligibility criteria in par. 5442 to be authorized DLA. A member who is authorized dependent transportation and relocates dependents incident to a PCS is authorized DLA at the "with-dependent" rate. See pars. 5440 and 5442. A member without dependents assigned to Gov't quarters at the new PDS is not authorized DLA. See par. 5440.
[5] A member must meet eligibility criteria in par. 5434 to be authorized a TLE allowance. See par. 5434-D for maximum authorized periods.
[6] TLA is only authorized under the conditions specified in par. 9155. See Ch 9, Part C1, for the maximum authorized periods.
[7] When member requests NTS as an alternative to transportation, NTS must be in the Gov't's best interest. See par. 5216.
[8] Except when member's HOR/PLEAD is OCONUS and the first PDS is in CONUS; or when member's HOR/PLEAD is in CONUS and first PDS is OCONUS.
[9] See par. 5322-A for exceptions under which a POV may be transported at Gov't expense within CONUS.
[10] Except when the member's first PDS is OCONUS.
[11] Mobile home transportation is authorized only between CONUS locations, between a CONUS location and

Alaska, and between Alaskan locations; and only if dependent(s) will occupy the mobile home at destination.
[12] A member-married-to-member couple may combine their HHG weight allowances for transportation purposes. See par. 5208-A.
[13] For moves to/from certain OCONUS areas, members may be limited to transportation of the senior member's administrative HHG weight allowance. See par. 5202-A5.
[14] See par. 5404-B for combining the weight allowances of a member-married-to-member couple to compute the maximum mobile home authorization.
[15] Travel and transportation allowances may be paid NTE to the HOR or PLEAD, whichever the member elects for travel allowances under par. 5066.
[16] Transportation to the member's HOR/PLEAD is limited to the lowest cost transportation (see par. 5066-A5 - member travel) and 5138-F (dependent travel)) except as authorized by the Service Secretary.
[17] NTS ICW separation/retirement from the Service is in addition to transportation.
[18] Except when a member's HOR/PLEAD or authorized HOS under par. 5068-A1 is OCONUS. A member separated/retired while serving OCONUS is authorized a POV shipment if the member's HOR/PLEAD or HOS is in CONUS.
[19] See par. 5067, for member travel. For dependent travel for a member whose last PDS is CONUS, see par. 5148, or if the last PDS is OCONUS, see par. 5102.
[20] A member without dependents, stationed in CONUS, who is discharged under other than honorable conditions, is not authorized HHG shipment.
[21] A member may exercise travel and transportation allowances ICW being placed on the TDRL; however, if a retirement order is subsequently issued, the allowances are subject to adjustment so as not to exceed the allowances for the distance from the PDS at the time the member received the TDRL order to the point to which the member is authorized incident to retirement, release from active duty, etc., less any amount previously paid for transportation to the waiting point.
[22] Travel and transportation allowances may/may not be paid to the member's HOS. See par. 5068.
[23] The member must meet the eligibility criteria in par. 5378 to be authorized POV storage.
[24] TLA is payable to a separating/retiring member stationed OCONUS when temporary quarters must be occupied at the old PDS prior to departure and only while on active duty.

5006 PCS ORDER

A. General. A PCS order must direct a PCS.

B. Limitations. A document directing a change of activity at the same PDS is not a PCS order, regardless of any statement(s) on the document to the contrary. See definitions of PDS and PCS in App A.

5007 PILOT PROGRAM ON CAREER FLEXIBILITY TO ENHANCE RETENTION

A. General

1. Sec. 533 of FY09 NDAA (P.L. 110-417) as amended by Sec. 531 of FY12 NDAA (P.L. 112-81), Sec. 522 of FY13 NDAA (P.L. 112-239), Sec. 522 of FY15 NDAA (P.L. 113-291) and Sec. 523 of FY16 NDAA (P.L. 114-92) allows the Secretary of each military department to set up a pilot program on career flexibility to enhance retention.

2. The pilot program allows members of the Regular Components and members on active Guard and Reserve duty to be inactivated from active duty to the Ready Reserve to meet personal or professional needs and return to active duty within 3 years.

3. The pilot program runs between calendar years 2009 and 2019.

B. Allowances upon Release from Active Duty. A member chosen for the pilot program is authorized to select a HOS in the U.S. and receive travel and transportation allowances to that HOS upon release from active duty, rather than being limited to the HOR or PLEAD as in pars. 5066, 5138, 5320, and 5344-C.

C. Allowances upon Return to Active Duty. Upon return to active duty the member is authorized travel and transportation allowances from the PLEAD, limited to the HOS at the time of release from active duty.

D. Time Limitation. A member must return to active duty within 3 years of release but NLT 31 December 2022.

5008 FUNDS ADVANCE

A. General. Ch 5 authorizes travel and transportation allowance advance payment for:

1. A member and dependents,
2. HHG and mobile home transportation,
3. POV storage,
4. DLA and
5. TLE.

B. Implementation. See par. 1015.

C. TLA. See par. 9157.

D. OHA. See par. 10028.

E. Limitations. A member:

1. Failing to complete at least 90% of the initial service period (par. 5066-A5), and
2. Discharged under other than honorable conditions (par. 5066-C),

may only be advanced an amount NTE 75% of the least costly available common carrier transportation mode.

F. Travel Advance. See Ch 2, Part E.

CHAPTER 5: PERMANENT DUTY TRAVEL

PART A: MEMBERS ONLY

SECTION 2: MEMBER TRAVEL AND TRANSPORTATION

SUBSECTION a: GENERAL

5010 TRAVEL AND TRANSPORTATION OPTIONS

A. General. A member may elect to:

1. Travel by POC (par. 5164),

2. Procure common carrier transportation (par. 5014), or

3. Be provided transportation in kind (par. 5014-D).

B. Exceptions. A member may elect the travel and transportation options listed above except when:

1. Travel is performed partly at personal expense and partly by Gov't procured transportation and/or Gov't conveyance (par. 5016),

2. The transportation mode is directed (including members traveling together with no/limited reimbursement directed in the order) (par. 5020),

3. Travel OCONUS is involved (par. 5018),

4. There are special circumstances (Ch 5, Part A2c and Ch 7), or

5. POV delivery/pickup is involved (par. 5354).

5012 TRAVEL TIME

A. General

1. A member performing PCS travel is authorized the travel time allowable to complete the PCS move.

2. The "arrival date" and "departure date" are the authorized arrival, reporting, detachment, departure, sign in or sign out days as used by the DoD component concerned.

3. In computing travel time, distance is disregarded from the home, office, or residence to the local transportation terminal, or vice versa.

4. Except as in par. 5054, travel time is computed under pars. 3025, 5018-C3, 5016-B, and 5012-B.

5. The maximum travel time that may be allowed under this par. is that which would have been allowed under par. 3025-C2 had travel been performed entirely by POC.

6. A member reassigned between activities at the same PDS is allowed no travel time. See par. 5000 for proximity PCS.

7. If a PCS order is amended, modified, canceled or revoked en route, travel time is allowed between the same points that were used to determine the member's travel allowances.

8. In a case involving two afloat units or an afloat unit and a shore activity, the unit'(s) location(s) on the departure date or the planned location at the arrival date are used to determine travel time subject to correction after the fact if either point proves not to be correct.

9. When POV delivery/pick up is separate from PCS travel, allowable travel time is computed IAW par. 3025-C2.

10. Travel time allowed may differ from the time allowed for per diem computation purposes.

11. When a member takes leave ICW a PCS, or there is TDY en route, per diem is authorized for allowable travel time.

B. Elapsed Time Is Less than Authorized

1. Whenever the elapsed time from departure date through arrival date is less than the authorized travel time, the elapsed time is used.

2. Example: Official distance travel is 1,500 miles. The member is detached from the activity at the old PDS 1 June and checks in to the new activity at the new PDS 4 June. Travel is performed by POC. The maximum allowable travel time is 5 days; however, elapsed time is 4 days. The member is authorized 4 days as travel time.

C. Additional Travel Time

1. Additional travel time may be authorized/approved when actual travel time exceeds authorized travel time for reasons beyond the member's control, such as:

a. Acts of God,

b. Restrictions by Gov't authorities,

c. Difficulties in obtaining POC fuel, or

d. Other satisfactory reasons.

2. The additional travel time authorized may be the actual delay period or a shorter period as determined appropriate.

3. Per diem is payable for any days additional travel time is authorized.

4. Financial regulations might require an explanation of the circumstances that necessitated the delay, and the commanding officer's action, be attached to the voucher.

5014 REIMBURSEMENT FOR COMMON CARRIER TRANSPORTATION PLUS PER DIEM

A. Mandatory DoD Policy. It is mandatory policy for all members to use an available TMC for all official transportation requirements.

B. Reimbursement

1. A member who, despite violating DoD policy, procures common carrier transportation at personal expense for official travel is authorized reimbursement NTE the amount authorized in pars. 3045, 3500, 3600, and 3650.

2. Reimbursement must not exceed the cost for the authorized transportation and accommodations over a usually traveled direct route IAW a schedule that meets the order requirements.

3. Reimbursement under this subpar. is based on the policy constructed airfare.

4. If the policy constructed airfare is a city pair airfare, the non-capacity controlled city pair airfare is used, if Gov't procured transportation is available under par. 2405-B (B-163758, 14 Aug 1975).

C. Per Diem. Per diem is computed under Ch 5, Part A3b.

D. Transportation in Kind Plus Per Diem. When the Gov't provides transportation in kind at no cost, the member is authorized per diem under par. Ch 5, Part A3b.

5016 MIXED MODE TRAVEL

A. General

1. Reimbursement. If travel is by mixed modes for a separate journey (par. 3035), reimbursement is determined under par. 5016-A3.

2. Exception. The following is not part of mixed mode travel in a journey:

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

b. Travel between local transportation terminals.

3. Computation

a. Total reimbursement for POC and personally procured commercial travel may be no more than the MALT Plus payable for the entire ordered travel distance less the cost of any Gov't procured transportation used for a portion of the journey.

b. Do not collect excess cost from the member if deducting the cost of the Gov't procured transportation from the MALT Plus results in a negative amount.

4. PCS Mixed Modes Example. The rates in this example may not be current. See par. 2025 for the Standard CONUS per diem rate. See par. 2605 for the MALT rate.

Date	Departure/Arrival	Location	Transportation
01 Jul	Depart:	Old PDS	CP
01 Jul	Arrive:	LV address	
20 Jul	Depart:	LV address	POC
30 Jul	Arrive:	New PDS	
DTOD distance from the old PDS to the new PDS is 2,984 miles. DTOD distance from the leave address to the new PDS is 838 miles MALT rate per authorized POC is $.23/mile		MALT Plus per diem rate is $142/day Leave address M&IE is $51 New PDS M&IE is $71	

COST FOR ACTUAL TRAVEL		
1 Jul	Commercial air cost from old PDS to leave address (non-city pair airfare)	$250.00
	Taxi to airport	$ 25.00
	Per diem: 75% x $51 =	$ 38.25
20 to 30 Jul	MALT: 838 miles x $.23/mile =	$192.74
	MALT Plus per diem: $142/day x 3 days =	$ 426.00
	Total Actual Cost	$931.99

COST FOR POC TRAVEL FOR THE ORDERED DISTANCE		
1 to 9 Jul	MALT rate: 2,984 miles x $.23/mile =	$686.32
	MALT Plus per diem: $142/day x 9 days =	$1,278.00
	Total Constructed Cost	$1,964.32
Reimburse to the member the actual cost ($931.99) NTE the constructed cost ($1,964.32).		
	The Member is Due	$931.99

B. Mixed Modes Travel Time

1. General

a. Authorized travel time for travel by mixed modes is:

(1) Travel time authorized for the total distance traveled by POC in whole days IAW par. 3025-C, NTE the travel time authorized for the official distance between origin and destination, and

(2) 1 day for commercial transportation other than transoceanic. See par. 5018-C3.

b. Regardless of the number of transportation modes used, authorized travel time may not exceed that allowed in par. 3025-C as if POC were used for the entire travel (unless additional travel time is authorized under par. 5012-C).

2. Computation when Travel Is by Mixed Modes. Compute authorized mixed mode travel time as follows:

a. Steps

(1) Step 1. Determine the official distance between authorized travel points as prescribed in par. 2650;

(2) Step 2. Determine the total number of miles traveled by POC, NTE the distance in Step 1, and compute travel time IAW par. 3025-C;

(3) Step 3. Add one day for travel by common carrier (non-transoceanic), if there is any remaining distance (Step 1 distance minus the Step 2 distance); and

(4) Step 4. Compare the number of days in Step 3 to the number of days had POC been used for the entire distance and allow the lesser.

b. Examples

(1) Example 1. Official distance 1,500 miles; member travels 800 miles by POC, 600 miles by rail, and 900 miles by air. Travel time is authorized for 800 miles of POC travel (3 days) plus one day for travel by commercial carrier, for 4 day total.

(2) Example 2. Official distance 1,000 miles; member travels 800 miles by POC, and 700 miles by air. Travel time for 800 miles by POC (3 days) plus one day for travel by air equals 4 days. Comparing 4 days to 3 days (maximum authorized if POC used for entire distance) results in 3 days of authorized travel time.

(3) Example 3. Official distance 385 miles; member travels 200 miles by POC, and 500 miles by air. Travel time is allowed for 200 miles by POC (1 day) plus one day for travel by air; however, since the total distance is less than 400 miles, only one day of travel time is allowed.

c. Travel not Considered

(1) For mixed mode travel, the distance traveled to leave points is considered when computing travel time. The following are not considered:

(a) Travel at a leave point;

(b) Travel at the old/new PDS or TDY station; and

(c) Travel from a leave point to another location and return to the same leave point, (i.e., travel to leave point in Chicago, IL, subsequent travel to Kansas City, MO; St. Paul, MN, to Chicago, IL -

total distance is disregarded).

(2) Example

A member travels from old PDS Ft. Belvoir, VA to leave location Miami, FL (1,063 miles) Miami to leave location Chicago, IL (1,392 miles). Chicago to new PDS Ft. Irwin CA (2,094 miles). Ft. Belvoir to Ft. Irwin is 2,627 miles. Ft. Belvoir to Chicago is 715 miles.

If the member travels by POC the entire trip, travel time is computed using 2,627 miles.

If the member travels by POC from Ft. Belvoir to Miami and then travels by commercial plane from Miami to Chicago to Ft. Irwin, then 1,063 miles (which is less than old to new PDS distance) is used to compute travel time plus 1 day for the commercial plane.

If the member travels by POC from Ft. Belvoir to Miami to Chicago and then travels from Chicago to Ft. Irwin by commercial plane, travel time is computed using the distance from Ft. Belvoir to Chicago (715 miles – which is less than old to new PDS distance) plus 1 day for the commercial plane.

If the member travels by air from Ft Belvoir to Miami, then by POC from Miami to Chicago and from Chicago to Ft Irwin by air, use the distance 1, 392 miles for POC travel Miami to Chicago (which is less than old to new PDS distance) plus 1 day for the commercial plane (even though two were used on separate days).

5018 PCS TO, FROM, OR BETWEEN OCONUS POINTS

A. General. Except as provided in pars. 5018-B and 5018-C, a member traveling on a PCS order that neither directs a transportation mode nor specifies that the member is to travel with other members with no/ limited reimbursement to, from or between OCONUS points, is authorized:

1. The applicable allowances in Ch 5, Part A2a for the official distance between the old PDS and the appropriate aerial/water POE serving the old PDS; and

2. Transportation by available Gov't aircraft/ship, otherwise Gov't procured transportation or reimbursement for transportation procured at personal expense for the transoceanic travel involved (see par. 5018-C4) plus applicable per diem; and

3. The applicable allowances in Ch 5, Part A2a for the official distance between the appropriate aerial/water POD serving the new PDS, and the new PDS; and

4. Travel to and from VPCs, when accomplished concurrently with travel performed under par. 5018-A1 or 5018-A3, IAW par. 5354.

B. When only Land Travel Is Involved. Except as in par. 5018-C, a member on a PCS order not involving transoceanic travel (see App A) is authorized the applicable allowances in par. Ch 5, Part A2a for the official distance.

C. Transoceanic Travel

1. General. When transoceanic travel is involved between PDSs, the usual means of travel is Gov't/Gov't procured air transportation for personal and dependent transoceanic travel. Reimbursement is authorized for:

a. Personal travel under par. 5018-A; and

b. Dependent travel under par. 5082; and

c. POV delivery to the loading port/VPC for transportation under par. 5354.

2. POC Travel. See par. 5162.

3. Transoceanic Travel Time

a. Transoceanic travel time by aircraft/ship is the actual time required by the usual direct routing.

b. The embarkation/debarkation day at the port, while awaiting transportation, is included in actual time for ocean/transoceanic travel regardless of the embarkation/debarkation hour.

c. When transoceanic travel is performed by POC, see par. 5162.

4. Transoceanic Transportation Reimbursement Costs

a. Gov't/Gov't procured Transportation Available. If Gov't and Gov't procured transportation are both authorized and available, the member is authorized reimbursement for the transportation cost used NTE the cost of the least costly transportation mode authorized and available. When travel is directed by Gov't/Gov't procured transportation and the member performs transoceanic travel at personal expense, reimbursement for the transoceanic travel is not authorized. See par. 3220-A.

b. Gov't/Gov't Procured Transportation Not Available

(1) Gov't/Gov't Procured Transportation Not Available. When Gov't/Gov't procured transportation are not available, the member is authorized transportation reimbursement NTE the policy constructed airfare (see App A) over the direct route between origin and destination.

(2) Air Travel Medically Inadvisable. If air travel is medically inadvisable for the member and/or an accompanying dependent, reimbursement is limited to the least costly available first class passenger accommodations on a commercial ship.

c. Travel by Foreign Flag Air Carrier/Ship. See par. 3005-F for circumstances when reimbursement is authorized for travel, at personal expense, on a foreign flag air carrier/ship.

D. Indirect/Circuitous Travel Reimbursement

1. General. When a member, at personal expense and convenience, performs PCS travel over an indirect/circuitous route (see App A), the member is authorized:

a. MALT Plus for land travel performed from the time the member departs the old PDS until the member reports to the new PDS;

b. Reimbursement for the cost of transoceanic U.S. flag transportation used and per diem; and

c. Reimbursement for transoceanic non U.S. flag transportation used and per diem NTE the cost the Gov't would have incurred for the member's transportation on the direct route if travel by non U.S. flag carrier on the circuitous route is supported by the documentation required in Ch 3, Part A1, stating that a U.S. flag carrier was not available on the direct route and documentation stating that a U.S. flag carrier was not available on the circuitous route.

2. Reimbursement Limitation. Total reimbursement must not exceed the amount the member would have been authorized under par. 5018-A via the direct route between the old and new PDSs.

3. Transoceanic Travel Directed. If transoceanic travel by Gov't/Gov't procured transportation is directed and the member travels by a different mode, the maximum cost computed under par. 5018-A must be reduced by the unused directed transportation mode cost.

5020 ALLOWANCES WHEN TRANSPORTATION MODE OR TRAVEL WITH NO/LIMITED REIMBURSEMENT (CH 4, PART B) IS DIRECTED

A. Mandatory Policy. It is mandatory policy that all members use an available TMC for all transportation requirements.

B. Transoceanic Travel

1. When travel is directed (as opposed to being authorized) by Gov't/Gov't procured transportation and the member performs transoceanic travel at personal expense, no reimbursement is authorized for the transoceanic travel. See pars. 3220-A and 5018-C4.

2. The policy in par. 3220-B allowing reimbursement NTE the directed mode cost does not apply.

C. Members Traveling Together under an Order Directing No/Limited Reimbursement

1. When Service exigencies require that members perform PCS travel by traveling together with no/limited reimbursement, that requirement must be stated in the order.

2. The TDY per diem rules in Ch 4, Part B, also apply for PCS.

3. This form of travel may be directed for travel to the first duty station upon enlistment, reenlistment or induction IAW Service regulations.

D. Transportation Mode Directed to First Duty Station upon Enlistment, Reenlistment, or Induction

1. Each Service may issue regulations permitting AOs to direct use of Gov't transportation or common carriers and/or meal tickets for travel of enlistees, re-enlistees, or inductees from the place of enlistment, reenlistment, or induction to the first station.

2. See par. 3220 if the directed transportation mode is not used.

3. When meal tickets are not available and meals and/or lodging are/is required, reimbursement is authorized for occasional meals and lodging under par. 4230.

4. If Gov't/Gov't procured transportation and/or meal tickets are used, the member is authorized reimbursement of reimbursable expenses under Ch 4, Part B and App G.

E. Travel Reimbursement. Unless otherwise prohibited in these regulations, when a specific transportation mode is directed a member may be reimbursed for personally procured transportation NTE the directed mode cost. NOTE: Member transoceanic PCS travel is a notable exception.

5022 NEW PDS IS A SHIP

A. General

1. When the new PDS is a ship, the new PDS rate is the rate for the location at which the ship is boarded.

2. If the ship is at sea, then the last place departed is the "new PDS rate."

B. Examples:

1. Example 1. A member travels PCS from NAS Corpus Christi, TX, to the USS NIMITZ (home port Bremerton, WA). Travel is by commercial plane in one day. The per diem rate for Bremerton, WA, is used for that travel day.

2. Example 2. A member travels PCS from NAS Jacksonville, FL, to USS CARR, which is at sea. Travel is by commercial plane (day 1) to Naples, Italy arriving after midnight (day 2). The member then changes to Government plane to USS CARR arriving day 2. The per diem rate is based on the final destination location or the last place departed – in this case Naples, Italy. Since the member did not remain overnight, the rate for both day 1 and day 2 is the Naples rate.

3. Example 3. A member travels PCS from USS Enterprise to USS Normandy, each of which is away from home port. The member travels directly from one ship to the other by Government helicopter in one day. Since there is no POE and the helicopter does not land anywhere but the ships, no per diem is paid. This does not preclude per diem under par. 5050.

5024 PCS EXAMPLES - LODGING PLUS AND MALT PLUS PER DIEM

A. Standard CONUS Per Diem Rate. The Standard CONUS per diem rate used in these examples may not be current. See par. 2025 for the current rate..

B. Examples

1. Example 1

Date	Departure/Arrival	Location	Transportation	Distance
15 Jul	Depart:	Old PDS	POC	
	Arrive:	POE		114 miles
16 Jul	Depart:	POE	TP	
	Arrive:	POD		
16 Jul	Depart:	POD	CA	Taxi $25
	Arrive:	New PDS		
Member spends $115 for lodging on 15 July. POE per diem rate is $188 ($126/ $62). POE is not the local terminal for the old PDS. M&IE for the new PDS is $51. MALT rate per authorized POC is $.23/mile.				
REIMBURSEMENT				
15 Jul	Per diem: $115 ($115 < $126) + (75% x $62 = $46.50) =			$ 161.50
	MALT: 114 miles x $.23/mile =			$26.22
16 Jul	Per diem: 75% x $51 =			$38.25
	Taxi			$ 25.00
Total Reimbursement =				$250.97
MALT & Lodging Plus per diem are paid for the same day.				

2. Example 2

Date	Departure/Arrival	Location	Transportation	Distance
1 Aug	Depart:	Old PDS	POC	
3 Aug	Arrive:	POE		805 miles
4 Aug	Depart:	POE	TP	
	Arrive:	POD		
	Depart:	POD	CA	Taxi $20
	Arrive:	New PDS		
Member spends $110 for lodging on 3 Aug. POE per diem rate is $161 ($110/ $51). M&IE for the new PDS is $60. Standard CONUS per diem = $142. MALT rate per authorized POC is $.23/mile.				
REIMBURSEMENT				
1 & 2 Aug	$142/day x 2 days			$284.00
3 Aug	$110 + $51 =			$161.00
	805 miles x $.23/mile =			$185.15
4 Aug	75% x $60 =			$ 45.00
	Taxi			$ 20.00

Total Reimbursement =	$695.15
Though there is another MALT Plus per diem day payable, pay Lodging Plus computed per diem for the night spent at the port.	

3. Example 3

Date	Departure/Arrival	Location	Transportation	Distance
1 Jun	Depart:	Old PDS	POC	
4 Jun	Arrive:	TDY Site		1,200 miles
10 Jun	Depart:	TDY Site	POC	
10 Jun	Arrive:	New PDS		300 miles
Member spends $75/night for lodging 4 to 9 Jun while TDY. TDY per diem rate is $189 ($125/ $64). Standard CONUS per diem = $142. MALT rate per authorized POC is $.23/mile.				
REIMBURSEMENT				
1 to 3 Jun	$142/day x 3 days =			$426.00
4 Jun	$75 + $64 =			$139.00
	1,200 miles x $.23/mile =			$276.00
5 to 9 Jun	($75 + $64)/day x 5 days =			$695.00
10 Jun	$142/day x 1 day =			$142.00
	300 miles x $.23/mile =			$ 69.00
Total Reimbursement =				**$1,747.00**
MALT is paid 4 June; pay Lodging Plus per diem since the member arrived at the TDY location that day.				

4. Example 4

Date	Departure/Arrival	Location	Transportation	Distance
1 Jul	Depart:	Old PDS	POC	
10 Jul	Arrive:	POE		1,080 miles
11 Jul	Depart:	POE	TP	
	Arrive:	POD		
	Depart:	POD	POC	120 miles
	Arrive:	New PDS		
Member spends $109 for lodging on 10 Jul. POE per diem rate is $155 ($101/ $54). POD is not the local terminal for the new PDS. New PDS M&IE is $82. Standard CONUS per diem = $142. MALT rate per authorized POC is $.23/mile.				
REIMBURSEMENT				
1 to 9 Jul	$142/day x 3 days =			$426.00
10 Jul	$101 + $54 =			$155.00
	1,080 miles x $.23/mile =			$248.40
11 Jul	75% x $82 =			$ 61.50
	120 miles x $.23/mile =			$ 27.60
Total Reimbursement =				$918.50
Though MALT is paid 11 July, pay Lodging Plus computed per diem since the member also traveled by TP that day. This allows the member to also receive TLA on 11 July.				

CHAPTER 5: PERMANENT DUTY TRAVEL

PART A: MEMBERS ONLY

SECTION 2: MEMBER TRAVEL AND TRANSPORTATION

SUBSECTION b: PER DIEM

5026 GENERAL

A. MALT Plus Flat Per Diem.

1. A MALT Plus flat per diem at the Standard CONUS per diem rate is paid for each PCS travel day between authorized points, NTE the allowable travel time computed under par. 5012.

2. Each member traveling in a POC is authorized the Standard CONUS per diem rate.

B. Gov't Qtrs and/or Gov't Dining Facilities. If used, Gov't Qtrs and/or Gov't dining facilities have no effect on the per diem amount paid.

5028 PER DIEM WHEN GOV'T OR COMMERCIAL TRANSPORTATION IS USED

A. General. The new PDS per diem rate and the computation in par. 4280 are used for PCS travel when transportation is personally procured (par. 5014), or furnished as transportation-in-kind (par. 5014-D), for separate legs of a journey (par. 3035).

B. Overnight Stop/TDY Site. If there is an overnight stop/TDY en route, the per diem rate for the arrival day at the overnight stop/TDY site is the stopover/TDY location rate, as appropriate.

C. New PDS Rate

1. The new PDS rate does not override the destination rate logic in par. 4280.

2. M&IE for the new PDS arrival day is the new PDS rate whether or not there is a stopover.

D. New PDS is a Ship. See par. 5022.

5030 PARTIAL TRAVEL DAYS

The 75% rate in par. 4065-A applies to departure and arrival days at:

1. PDSs,

2. Designated places,

3. Safe haven (when PCS travel is via a safe haven location).

4. COT leave locations when Lodgings Plus per diem is paid.

5032 SAME DAY TRAVEL

If travel begins and ends on the same day, per diem is 75% of the appropriate M&IE rate (par. 4280).

5034 PER DIEM FOR POC TRAVEL INVOLVING A CAR FERRY

See par. 5163.

5036 TRAVEL BY COMMERCIAL SHIP

Per diem is not authorized for a traveler and/or dependent when traveling aboard a commercial ship when meals are furnished without charge, or are part of the accommodations cost, except on embarkation and debarkation days.

5038 PER DIEM WHEN GOV'T OR COMMERCIAL TRANSPORTATION USED

The following are examples of per diem computation, when Gov't or commercial transportation is used. The examples also cover crossing the international dateline (IDL).

A. Example 1

Date	Departure/Arrival	Location	Transportation
17 Feb	Depart:	Old PDS	GB
	Arrive:	POE	
18 Feb	Depart:	POE	TP
	Arrive:	POD	
19 Feb	Depart:	POD	TP
	Arrive:	New PDS	
Traveler spends $150 for lodging on 17 February. POE per diem rate is $291 ($193/ $98). POE is not the local terminal for the old PDS. Traveler spends $100 for lodging on the second 18 February. POD per diem rate is $161 ($110/ $51). M&IE for new PDS is $39.			
REIMBURSEMENT			
17 Feb	75% x $98 = $73.50 + $150 ($150 is less than $193) =		$ 223.50
18 Feb	$51 (destination M&IE rate) =		51.00
18 Feb	$51 + $100 ($100 is less than $110) =		151.00
19 Feb	75% x $39 (new PDS rate) =		29.25
Total Reimbursement			$454.75

B. Example 2

Date	Departure/Arrival	Location	Transportation
18 Feb	Depart:	Old PDS	TP
18 Feb	Arrive:	POD	
19 Feb	Depart:	POD	TP
19 Feb	Arrive:	New PDS	
Traveler spends $100 for lodging on the second 18 February. POD per diem rate is $161 ($110/$51). M&IE for new PDS is $39.			
REIMBURSEMENT			
18 Feb	75% x $51 (destination M&IE rate) =		$ 38.25
18 Feb	$51 (destination M&IE rate) plus $100 ($100 less than $110) =		151.00
19 Feb	75% x $39 (new PDS rate)		29.25
Total Reimbursement			$218.50

C. Example 3

Date	Departure/Arrival	Location	Transportation
5 Mar	Depart:	Old PDS	TP
5 Mar	Arrive:	POD	
5 Mar	Depart:	POD	TP
5 Mar	Arrive:	New PDS	
POD per diem rate is $177 ($126/ $51). M&IE for new PDS is $39.			
REIMBURSEMENT			
5 Mar	75% x $39 (new PDS rate) =		$ 29.25
5 Mar	75% x $39 (new PDS rate) =		29.25
Total Reimbursement			$58.50

5039 WHEN PER DIEM IS AUTHORIZED

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

1. Periods of necessary delay awaiting further transportation,

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

3. TDY periods directed in a PCS order.

CHAPTER 5: PERMANENT DUTY TRAVEL

PART A: 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.

5041 VOIDED ENLISTMENT

A. General. A member, released or discharged from active duty due to a voided enlistment, is authorized 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.

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-J.

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.

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 EVACUATED

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.

5063 UNIFORMED SERVICES APPLICANTS AND REJECTED APPLICANTS

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. 5063-C or 5063-D, PCS allowances (Ch 5, Part A), and reimbursable expenses (par. 2830 and 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. See par. 2830 and 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. 4230) 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.

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.

5065 SELECTED RESERVE LIMITED PCS ALLOWANCES

A. General. A member is authorized travel and transportation allowances in par. 5065-C when filling a vacancy in a Selected Reserve unit at a duty station that is more than 150 miles from the member's primary residence if the member:

1. Was involuntarily separated under other than adverse conditions (as defined by the Secretary Concerned);

a. During the preceding three years,

b. Between 1 October 2012 and 31 December 2018, and

c. While assigned to a Selected Reserve unit adversely affected by force structure reductions 1 October 2012 through 31 December 2018, and

2. Is qualified in a skill designated as critically short by the Secretary Concerned, or

3. Is filling a vacancy in a Selected Reserve unit with a critical manpower shortage in such unit.

B. Funding. All travel and transportation allowances are funded by the Selected Reserve unit filling the vacancy.

C. Travel and Transportation Allowances

1. General. A member may be provided travel and transportation allowances under this par. only once.

2. Authorized Allowances. A member is authorized only the following PCS travel and transportation allowances, IAW Ch 5 Part A, between the member's primary residence and duty station:

a. PCS travel and/or transportation allowances (member and dependent); and

b. PCS HHG transportation, including SIT.

3. Allowances Not Authorized. The following are not authorized for a Selected Reserve member authorized limited PCS allowances from primary residence to duty station:

a. POV Transportation,

b. DLA, and/or

c. TLE.

D. Advance. The allowances authorized in this par. may be paid in advance.

5066 SEPARATION FROM THE SERVICE OR RELIEF FROM ACTIVE DUTY EXCEPT FOR DISCHARGE WITH SEVERANCE OR SEPARATION PAY

A. General

1. 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 Service

a. 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. 5067.

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.

Effective 2 September 2016
G. Active Duty Member Transitioning to Selected Reserve. A separating member who has contracted to continue military service in a Reserve Component may be authorized travel and transportation allowances to the Selected Reserve PDS, without limiting costs to the HOR or PLEAD, IAW the Secretarial Process. This authority does not apply to a member in par. 5066-A5. No further travel and transportation allowances are authorized upon termination of the reserve contract.

5067 MEMBER DISCHARGED FROM SERVICE UNDER OTHER THAN HONORABLE CONDITIONS

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 from the place of separation to the HOR/PLEAD, as the member elects.

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 (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.

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 (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 POE 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 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 a court-martial sentence which included 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.

2. Recall to Duty. 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).

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 l 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).

5069 COT LEAVE

A. Authority

1. An eligible member, for personal travel, and on behalf of an eligible dependent, is authorized travel and transportation allowances in Ch 5, Part A for COT leave travel between authorized locations.

2. Transportation and expenses (i.e., ground transportation) between the member's PDS and the authorized air terminal may be reimbursed IAW par. 4780, and Ch 3, Part D.

3. A member and dependent may travel together or independently. NOTE: No cruise or tour packages.

B. Eligible Member

1. An eligible member is one stationed OCONUS who is ordered to:

a. Consecutive tours of duty at the same PDS (see App A definition of IPCOT), or

b. PCS between OCONUS PDSs to serve the prescribed tour at the new PDS and either:

(1) One tour is unaccompanied, or

(2) Both tours are accompanied and the total time to be served at the PDSs at least equals the sum of the unaccompanied tour lengths for the PDSs (DoDI 1315.18).

2. Military Personnel Assignments. See Procedures for Military Personnel Assignments.

3. COT Requirements for Alaska or Hawaii PDS. See DoDI 1315.18, Encl 4, par. 8.b.(2)(a) for the COT requirements for a DoD member assigned to Alaska or Hawaii.

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

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

1. Is a dependent (see App A, except a child described in item 8 of the definition) on the:

a. Last day of the member's first tour at the old OCONUS PDS; or

b. Member's PCS order effective date to the new OCONUS PDS; and

2. Is command sponsored for both tours;

3. Is/was (in the case of deferred leave travel and evacuated dependent) located at/in the member's old OCONUS PDS vicinity; and

4. Accompanies the member during both tours.

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

D. Authorized Locations. The authorized locations listed below are official travel locations, and therefore available contract city pair airfares are authorized.

1. Travel between Authorized Locations. Travel between authorized locations is travel:

a. Between the old OCONUS PDS and an authorized destination, and return, if serving consecutive tours at the old PDS;

b. From the old to the new OCONUS PDSs via an authorized destination; or

c. Between the new OCONUS PDS and an authorized destination, and return, if deferred IAW par. 5069-E3.

2. Authorized Destination

a. An authorized destination is the member's HOR or an alternate authorized place to which transportation is no more expensive than to the HOR.

b. If transportation to the selected alternate place is more expensive than transportation to the HOR, the member is financially responsible for the additional cost unless transportation to the more expensive alternate place is authorized/approved by the Secretarial Process.

c. If the member travels to a more expensive alternate place (and the Secretarial Process has not authorized/approved travel to that destination), city pair airfares are not authorized for transportation

to/from that alternate place.

d. Examples. Costs in these examples are not actual costs and are used for illustration only.

(1) Example 1

Member's PDS is in an OCONUS location and HOR is in a CONUS Location A. There is no city pair airfare between the OCONUS location and CONUS Location A.

The policy constructed airfare (App A) between the OCONUS location and CONUS Location A (incorporating some city pair airfare connections) is $1,200

Member desires to utilize COT travel to CONUS Location B. City pair airfare to/from CONUS Location B is $1,400

Least expensive policy constructed airfare to/from CONUS Location B is $1,600

Since transportation to/from CONUS Location B, is more expensive than transportation to/from CONUS Location A, no city pair airfares may be used to/from CONUS Location B. The member's financial responsibility is $1,600 of which $1,200 is reimbursable.

The member is not responsible for the additional $200 cost if transportation to/from CONUS Location B is authorized/approved by the Secretarial Process making the city pair airfare to/from CONUS Location B available.

(2) Example 2

Member's PDS is in OCONUS Location and the HOR is CONUS Location A. Round trip city pair airfare trip cost is $980

Member desires to utilize COT travel to/from CONUS Location B. Round trip city pair airfare to/from CONUS Location B is $840

Since transportation to/from CONUS Location B is less expensive than transportation to/from the HOR in CONUS Location A, the member is authorized city pair airfare to/from CONUS Location B ($840) NTE the $980 cost to HOR.

3. POC Travel. An eligible traveler (member and/or dependent) may return to the old PDS at Gov't expense from an authorized destination to drive a POC to a new PDS.

4. Designated Place. The Secretarial Process may authorize/approve travel and transportation allowances for a member who travels via a designated place IAW par. 5052.

5. Temporarily Absent from the PDS. Pars. 5042-A, 5044 (member) and 5090 (dependent) explain when an eligible traveler (member and/or dependent) is temporarily absent from the PDS and does not return before beginning COT leave travel.

6. Student Dependent Travel. COT leave must not be used as 'student dependent travel' (i.e., the student may not travel from the CONUS to the OCONUS PDS and return to the CONUS on COT leave allowance).

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

1. CONUS HOR. A member whose HOR is in CONUS, and the member's dependent, may defer COT leave travel until after PCS travel is completed only if deferred COT leave travel is authorized/approved IAW Service regulations.

2. OCONUS HOR. A member whose HOR is OCONUS may elect to defer COT leave travel.

3. Deferred Travel

a. COT Leave Travel Completion. Unless deferred due to duty in a contingency operation, COT leave travel must be completed prior to the new tour completion, otherwise the COT leave travel expires.

b. Duty ICW a Contingency Operation

(1) Limitations. Under DoDI 1327.06, a member, who deferred COT travel because of duty ICW a contingency operation, is not authorized to take COT ICW any other leave program or travel allowance unless requested by the member, or IAW Service regulations for the non-DoD Services. The Secretary Concerned may authorize/approve the combination of travel ICW a consecutive overseas assignment with other authorized travel upon Service member request, provided that the combination of travel is in Gov't's interest.

(2) Exception

(a) If unable to travel before completing the new tour because of duty ICW a contingency operation, the member (and eligible dependent) may defer travel until not more than one year after the contingency operation duty ends.

(b) In this case, the member is still authorized leave travel from the new PDS (i.e., the PDS after departure from the OCONUS location from which deferred travel could not be taken) to an authorized location.

(c) The cost limitation for travel from this 'new' PDS and return is the cost from the PDS from which deferred travel could not be taken to the HOR and return.

F. Reimbursement

1. Member Procured Transportation Examples. Costs in these examples are not actual costs and are used for illustration only.

a. Member Directed to Use Available Gov't/Gov't Procured Transportation. An eligible member, directed to use available Gov't/Gov't procured transportation for the transoceanic portion of COT leave travel, who procures transoceanic transportation at personal expense for personal travel, must not be reimbursed for the transoceanic travel. Par. 3220-B, allowing reimbursement NTE the directed mode cost, does not apply.

Member's PDS is in a non-foreign OCONUS location, and the HOR is in a CONUS location. City pair airfare one way transoceanic trip cost is $775

Member elects not to use the TMC (policy violation and par. 1035) for COT leave travel from the PDS to the HOR. Member purchases a one way transoceanic ticket for $500. Transoceanic airfare reimbursement ($500) is not authorized IAW par. 5020-B.

b. Reimbursement to a Member on Behalf of an Eligible Dependent. Reimbursement to a member on behalf of an eligible dependent who procures common carrier transportation at personal expense cannot exceed the Gov't/Gov't procured transportation cost, as appropriate, for the official distance (see par. 5014-A). This should almost never occur since TMC use is mandatory for all official travel.

Member's PDS is in a non-foreign OCONUS location and the HOR is in a CONUS location. Gov't procured transoceanic trip cost (one way) is $1,900.

An eligible dependent, told to use the TMC for airfares but elects not to use the TMC for COT leave travel from the PDS to the HOR. The dependent purchased a one way transoceanic ticket for $2,300. The

member, on the traveler's behalf, is reimbursed $1,900, the Gov't cost for the transoceanic trip cost plus necessary ground transportation to the HOR.

The member is financially responsible for the additional cost of $400 (one way). A dependent is not required to use Gov't air transportation IAW par. 5082-A.

c. POC Use. When the Service authorizes/approves POC use, the member is authorized MALT Plus on behalf of eligible travelers (member and/or dependent) IAW pars. 5164-A and/or 5074. If the Service does not authorize/approve POC use, reimbursement is limited to the policy constructed airfare (see App A definition).

(1) Example 1

A member performed COT travel from the old PDS to the CONUS HOR. The member elected to travel by POC accompanied by the spouse and their 11 year old child. They departed the OCONUS residence on day 1 and arrived at the HOR on day 9. Constructed transportation and per diem are computed as follows:		
1. COT/HOR travel from OCONUS PDS to the CONUS HOR.		
2. 9/1: Depart OCONUS PDS. Arrive at CONUS HOR residence.		
3. The destination per diem rate @ the time of travel was $139 ($100/ $46).		
4. The member's reimbursement for 9/1 is $34.50 (75% x $46) =		$ 34.50
5. Per diem payable for spouse is 75% of the $34.50 due to the member =		$ 25.88
6. Per diem for the accompanying child (under age 12) @ 50% of the member's amount =		$ 17.25
7. City pair airfare cost (one way for member and 2 eligible travelers): $599/traveler x 3 travelers =		$ 1,797.00
8. Ground transportation from OCONUS residence to airport =		$ 50.00
Total constructed Gov't city pair airfare cost =		$1,924.63
Actual MALT Plus is computed as follows:		
Member elects (no Service authority) POC transportation to the CONUS HOR a distance of 3,063 miles one way.		
POC MALT: 3,063 miles x $.23/mile =		$ 704.49
Per Diem for Actual Travel using MALT Plus Method		
Days 1 to 9	Per Diem for 9 travel days @ the (Standard CONUS per diem rate)	
Member's authorized per diem = 9 days x $129/day =		$ 1,161.00
Per diem for the accompanying spouse @ 75% of the member's amount =		$ 870.75
Per diem for the accompanying child (under age 12) at 50% of the member's amount =		$ 580.50
Total actual amount =		$ 3,316.74
In this example, the city pair airfare to the CONUS HOR is less expensive than POC MALT Plus travel to the HOR. The member's reimbursement is limited to the policy constructed airfare of $599/person if the Service did not authorize/approve POC use. The member is financially responsible for the additional cost ($3,316.74 - $1,924.63) of $1,392.11. If the Service authorizes/approves POC use through the Secretarial Process, the member is authorized MALT Plus on behalf of eligible travelers.		

(2) Example 2

A member performed COT travel from the old PDS to the CONUS HOR. The member elected to travel by POC accompanied by the spouse and their 2 children under age 12. They departed the OCONUS residence on day 1 and arrived at the CONUS HOR on day 9. Constructed transportation and per diem are computed as follows:		
1. COT/HOR travel from OCONUS PDS to the CONUS HOR.		
2. 9/1: Depart OCONUS PDS. Arrive @ CONUS HOR residence.		
3. The destination per diem rate at the time of travel was $146 ($100/ $46).		
4. The member's reimbursement for 9/1 is $34.50 (75% x $46) =		$ 34.50
5. Per diem payable for spouse is 75% of the $34.50 due to the member =		$ 25.88
6. Per diem for the 2 accompanying children (under age 12) @ 50% of the member's amount of $17.25/child x 2 children =		$ 34.50
7. City pair airfare cost (one way for member & 3 eligible travelers: $969/traveler x 4 travelers =		$3,876.00
8. Ground transportation from OCONUS residence to airport =		$ 70.00
Total constructed Gov't city pair airfare cost =		$4,040.88
Actual MALT Plus is computed as follows:		
Member elects (no Service authority) POC transportation to the CONUS HOR a distance of 3,063 miles one way.		
POC MALT: 3,063 miles x $.23/mile =		$704.49
Per Diem for Actual Travel using MALT Plus Method		
Days 1 to 9	Per diem for 9 travel days @ the (Standard CONUS per diem rate) 9 days x $129/day = $1,161	
Member's authorized per diem =		$1,161.00
Per diem for the accompanying spouse at 75% of the member's amount =		$ 870.75
Per diem for the 2 accompanying children (under age 12) at 50% the member's amount of $580.50/child x 2 children =		$ 1,161.00
Total actual amount =		$3,897.24
In this example, the city pair airfare cost to the CONUS HOR is more expensive than POC MALT Plus travel to the HOR. Since the policy constructed airfare exceeds the actual POC cost, the member is reimbursed the actual amount of $3,897.24. If the Secretarial Process authorizes/approves POC use, the member is authorized MALT Plus on behalf of eligible travelers.		

2. Travel Status. A member is in a travel status (see par. 2250) during direct travel between authorized locations. For other travel undertaken for personal convenience, leave, and administrative absence (DoDI 1327.06, Leave and Liberty, 16 June 2009, incorporating change 1, 30 September 2011, Encl 2, par. 6, subpar. (a-e)), a member's travel status is limited to a constructed period equal to that required for direct travel between authorized locations by available transportation.

3. No Authority. COT leave travel and transportation is not authorized if a member elects:

a. 15 days leave and transportation, under SR&R (par. 7030), or

b. Either of two other options available in lieu of transportation under SR&R (i.e., cash, or 30 days leave without funded transportation. See par. 7030 and DoDI 1327.06.

CHAPTER 5: PERMANENT DUTY TRAVEL

PART A: MEMBERS ONLY

SECTION 3: DEPENDENT TRAVEL AND TRANSPORTATION

SUBSECTION a: GENERAL

5070 SCOPE

A. General. This Part prescribes a dependent's travel and transportation allowances incident to a PCS move.

B. HHG Transportation. See par. 5172.

C. Mobile Home Transportation. See par. Ch 5, Part A7

D. Special Circumstances Travel and Transportation. See Ch 7.

E. Transportation Mode and Routing. See Ch 3 for authorized transportation mode and routing for dependent travel.

F. Transoceanic Travel. See par. 3220-A for mandatory Gov't transportation use.

G. Travel Authority. Authority for dependent's travel must be included in:

1. The PCS travel order,

2. An amended travel order, or

3. A supplemental travel order.

H. Commercial Transportation Costs. Commercial transportation costs not covered by Gov't-procured transportation and MALT are authorized IAW Ch 3.

I. Early Return of Dependent(s) (ERD). See Ch 5, Part A3c.

J. Reimbursable Expenses. Reimbursement for expenses in App G is authorized when incurred incident to dependent PCS travel.

K. Receipt Requirements. See par. 2710.

5072 ELIGIBILITY

A. General

1. Appropriate dependent travel and transportation allowances may be authorized/approved ICW PCSs world-wide.

2. Dependent travel and transportation allowances are based on the travel order and are subject to the conditions and restrictions in this Part.

3. Dependent(s) PDT to the new PDS is authorized and effective when the travel order is signed IAW Agency/Service regulations.

4. Except as in Ch 6, these allowances are limited to those allowable for uninterrupted travel by the authorized

transportation mode over a usually traveled route between the old and new PDS.

5. There is no authority for additional travel and transportation allowances beyond those for direct travel between PDSs for a dependent who accompanies a member on a TDY assignment and/or alternate point until return travel begins, except for transportation authorized under par. 5092.

B. Dependent Age and Travel Eligibility

1. General

a. Except as in 5088-B, authorization for dependent travel and transportation allowances is based on the dependency status on the PCS order effective date (App A).

b. If dependency status no longer exists when travel begins, no authorization exists.

2. Age Changes

a. Authority for travel and transportation allowances is based on a dependent's age on the date travel begins, provided travel begins 60 or fewer days after the PCS order effective date.

b. When travel begins more than 60 days after the PCS order effective date, authority for travel and transportation allowances is based on a dependent's age on the 60th day.

c. The following governs the per diem amount to which a member is authorized for dependent travel authorized in par. 5094. When dependent travel:

(1) Begins on/before the PCS order effective date and ends after the PCS order effective date, per diem is based on the age on the PCS order effective date;

(2) Ends before the PCS order effective date, per diem is based on the age on the date travel ends;

(3) Begins 60 or fewer days after the PCS order effective date, per diem is based on the age on the date travel begins; or

(4) Begins more than 60 days after the PCS order effective date, per diem is based on the age on the 60th day after the PCS order effective date.

3. Delayed Travel to an OCONUS Area

a. When a member is transferred to an OCONUS area under a PCS order and dependent travel is not authorized at that time, authorization for travel to a designated place (see par. 5114) is determined under par. 5072-B2.

b. Upon subsequent authorization for dependent travel to the OCONUS PDS, authorization is based on the dependent's age at that time.

4. OCONUS Travel

a. Authorization for travel to, from, or between OCONUS stations, is determined separately for each leg of the journey.

b. For travel from the old PDS to the aerial or water POE, authorization is determined under pars. 5072-B2 and 5072-B3.

c. For travel between the aerial or water POE and the POD, authorization is determined on the dependent's age on the embarkation date.

d. For travel from the aerial or water POD to destination, authorization is based on the dependent's age on the date travel begins from the POD provided there is no undue delay for personal reasons.

e. A member is liable for costs associated with undue delay for personal reasons.

5. TDY Directed ICW PCS to a Station to which Dependent Travel Is Authorized

a. When a member is directed to perform TDY en route by a PCS order to a PDS the dependent is authorized to travel, and dependent travel is delayed until TDY completion, authorization is based on the dependent's age on the date travel actually begins.

b. When travel begins more than 60 days after the TDY ends, authorization is based on the dependent's age on the 60th day after TDY completion.

6. TDY Directed ICW PCS to a Dependent Restricted Tour

a. When a member is directed to perform TDY en route by a PCS order to a dependent restricted tour and the dependent does not travel until the TDY ends, authorization is based on the dependent's age on the date travel actually begins.

b. When travel begins more than 60 days after the PCS order effective date, authorization is based on the dependent's age on the 60th day after order effective date.

5074 AUTHORIZATION

A. General

1. A member is authorized dependent PCS travel and transportation allowances (except as in par. 5076) for travel between authorized points.

2. POC use for PCS travel, other than transoceanic, is to the Gov't's advantage.

B. Travel and Transportation Allowances. Except for travel by mixed modes, PCS travel and transportation allowances for a dependent are:

1. Transportation-in-kind (par. 5014-D) plus per diem (par. 5094); or

2. Reimbursement for common carrier transportation procured at personal expense (par. 5014) plus per diem (par. 5094); or

3. MALT (par. 5164) for POC travel, plus per diem (par. 5094) for the required travel days between authorized points, NTE the allowable travel time in par. 3025-C.

C. Deferred Dependent Travel

1. If a member elects not to move a dependent when authorized, the dependent travel and transportation allowances for a still-eligible dependent are payable incident to a subsequent PCS NTE the greatest of the distances to the new PDS from the:

a. HOR/PLEAD (unless moved to the HOR/PLEAD ICW a move to 'another location' IAW par. 5090); or

b. Designated place; or

c. PDS from which the member elected not to move the dependent; or

d. Last PDS.

2. Any interim PCSs, for which a member did not claim dependent travel and transportation allowances, are ignored.

5076 WHEN DEPENDENT TRAVEL AND TRANSPORTATION ALLOWANCES ARE NOT PAYABLE

A. General. A member is not authorized dependent travel and transportation allowances when a member is:

1. A cadet or midshipman;

2. Assigned to a school/installation as a student, if the course of instruction is less than 20 weeks (except as in par. 2240-B);

3. An RC enlisted member called/ordered to initial active duty for training for less than 6 months;

4. Called/ordered to active duty for training for:

a. Fewer than 140 days; when the active duty for training period contemplated by an order is for fewer than 140 days. Exception: Par. 2240-B, "TDY" training of 140 or more days, but not more than 180 days, or

b. 140 or more days when the active duty is at more than one location, but less than 140 days (except as in par. 2240-B) at any one location; or

5. Called to active duty (for other than training) for:

a. 180 or fewer days, or active duty for more than 180 days when the active duty is at more than one location, but 180 or fewer days at any one locations; or

b. More than 180 days at one location but authorized per diem IAW par. 7355-F2b(2).

B. Dependent-Related Circumstances. Dependent travel and transportation allowances are not allowed when a dependent:

1. Is a member on active duty, on the PCS order effective date (see par. 5088-H for travel and transportation allowances after the spouse is no longer on active duty);

2. Travels at personal expense before a PCS order is issued or before official notice is received that a PCS order is to be issued (par. 5084). Transportation must not be furnished before a PCS order is issued.;

3. Is not a dependent (except as in par. 5088-B) on the PCS order effective date (App A). Authorization for allowances in pars. 5088-H (spouse separates/retires from Service after the member's PCS order effective date) and 5150 (dependent's travel and transportation is incident to an IPCOT) is unaffected.;

4. Receives any other Gov't-funded travel and transportation allowances for this travel;

5. Is a member's/spouse's parent, stepparent, or person in loco parentis (except as in par. 5088-B) as defined in App A, definition of Dependent item 9, who does not reside in the member's household, unless otherwise authorized/approved through the Secretarial Process; or

6. Is a dependent child who is not under the member's legal custody and control on the PCS order effective date (B-131142, 3 June 1957). See par. 5088-I for travel authorization when legal custody and/or control changes after the PCS order effective date.

C. Dependent Travel-Related Circumstances. Dependent travel and transportation allowances are not authorized:

1. For any part of a journey that a U.S. flag air carrier/ship is available, but a foreign flag air carrier/ship is used. Per diem is payable.

2. Between points otherwise authorized in this Part to a place at which they do not intend to establish a permanent residence (including pleasure trips). For PCS travel of a student, the student's permanent residence when not living with the member while at school is the member's PDS, or the designated place of the member's other dependents if they are not authorized to reside with the member.

3. When dependent transportation is made available (whether used or not) by a foreign Gov't, at no cost to the U.S. or the member, under a contract/agreement with the U.S. Per diem is payable.

4. For transoceanic or OCONUS land transportation when the member is 'without dependents' as defined in par. 9000-B3 and 9000-B4; unless a member is assigned to a COT and is to serve an accompanied tour at the new PDS (see pars. 5120-C, 5120-E, and 5122).

5. To an OCONUS PDS when a member's unexpired term of service is less than the prescribed OCONUS tour, unless the:

a. Member voluntarily extends the term of service to permit completion of the prescribed tour, or

b. Secretary Concerned grants an exception to the normal OCONUS tour on an individual case basis.

6. To CONUS when the presence of the dependent at the OCONUS PDS was not authorized/approved by the appropriate OCONUS military commander;

7. To a TDY station (when a member is assigned to indeterminate TDY, or

8. When the member is:

a. Absent Without Leave ;

b. A deserter or straggler;

c. Dropped or dismissed;

d. Transferred as a prisoner to a detention facility;

e. Transferred to a different location to await trial by court-martial; or

f. In confinement, except as in par. 5150-B8, 5148-A, or 5148-B.

D. Remaining Service Requirement. A member is not authorized dependent travel and transportation allowances to an OCONUS PDS when the:

1. Dependent is not command sponsored prior to travel commencement, or

2. Member has less than 12 months remaining on the OCONUS tour after the dependent is scheduled to arrive, unless exempt under pars. 5112 and 5118.

5078 TIME LIMITATION

Unless otherwise prescribed in the JTR, a member's authority for dependent travel and transportation allowances to a PDS may be used any time while the order remains in effect and prior to receipt of a new PCS order to another PDS, (includes home port change announcements) as long as the dependent's travel is incident to the member's PCS rather than for personal reasons (45 Comp. Gen. 589 (1966); B-183436, 22 July 1975).

5080 FUNDS ADVANCE

A. General. Travel and transportation allowances may be paid in advance for a dependent, IAW par. 1015-C2e.

B. Separated from the Service/Relieved from Active Duty. A member failing to complete at least 90% of the initial active duty obligation, who is separated from the Service/relieved from active duty under par. 5066-A5 may be paid a travel advance for dependent(s) transportation, IAW par. 5138-F, in an amount equal to 75% of the amount for the least costly available transportation mode.

C. Retirees. Retirees may be advanced travel and transportation allowances for dependent travel.

D. Other Members. Any other member authorized dependent transportation ICW separation/relief from active duty, may be advanced an amount equal to 75% of the MALT.

5082 TRANSOCEANIC TRAVEL

A. Transportation Mode

1. Air travel is the usual transportation mode for the dependent to, from, or between OCONUS areas.

2. A dependent is required to use Gov't air transportation. However, the dependent must not be required to use other than regularly scheduled transport type aircraft (e.g., Patriot Express/Category B AMC transportation) ordinarily used for passenger service.

3. When appropriate Gov't air transportation is available and travel by aircraft is not medically inadvisable, but a dependent travels at personal expense, no reimbursement is authorized. See par. 3220-A.

B. Air Travel Medically Inadvisable

1. General. When air travel is medically inadvisable for a family member, the family should not be separated unless:

a. The family agrees to be, or

b. Military necessity requires the member to travel separately.

2. Medically Inadvisable Condition

a. A medically inadvisable condition is not limited to physical disability.

b. If a member has a bona fide fear/aversion to flying, to the extent that serious psychological/physical reaction would result, this may be a basis for the issuance of a medical certificate precluding aircraft travel.

c. The condition must be certified by a medical authority and authorized by the AO in advance of travel.

d. The member and the AO must each be furnished a copy of the written medical determination.

3. Surface Transportation. When air travel is medically inadvisable, surface transportation provided must be the least costly commercial ship passenger accommodations. See Ch 3 for stateroom standards and required use of U.S. flag ships.

4. Member Directed to Use Gov't/Gov't Procured Transportation. Par. 5018-C4 does not apply for directing a member to use Gov't/Gov't procured transportation when a medical condition prevents a family member's travel by aircraft.

C. Travel by Oceangoing Car Ferry. See pars. 5163, 5018-C and 5094.

5084 DEPENDENT TRAVEL BEFORE AN ORDER IS ISSUED

A. General. A member, authorized dependent travel and transportation allowances, is authorized the allowances in par. 5074-A for a dependent's travel performed during the period before a PCS order is issued and after the member is advised that such an order would be issued.

B. Order to be Issued. General information furnished to the member concerning order issuance before the determination is made to actually issue the order (such as time of eventual release from active duty, time of service term expiration, retirement eligibility date, and expected rotation date from OCONUS duty) is not advice that an order is to be issued (52 Comp. Gen. 769 (1973)).

C. Travel Voucher. Any voucher must be supported by a statement, from the PCS AO/designated representative, that the member was advised IAW the requirements of par. 5084.

D. Exceptions. This par. does not apply to travel in Ch 5, Parts A3c, A3d, and par. 6020.

5086 DEPENDENT TRANSPORTATION WHEN TRANSPORTATION DOCUMENTS OR FUNDS ARE LOST OR STOLEN

A. General. A dependent traveling at Gov't expense, whether or not accompanied by the member, may be furnished transportation procurement documents when the dependent is stranded en route because documents/funds needed to purchase authorized transportation have been lost or stolen.

B. Member Consent. The member's consent must be obtained IAW Service regulations before transportation procurement documents may be furnished.

C. Financial Obligation. The cost of the documents issued must be charged to the member IAW Service regulations.

5088 FACTORS AFFECTING DEPENDENT TRAVEL

A. Member Attains Eligibility for Dependent Travel. A member, ineligible for dependent travel and transportation allowances to a new PDS under par. 5076 who later attains eligibility, is initially authorized dependent travel and transportation allowances upon a subsequent qualifying PCS, IAW this par.

1. While on Duty at a Station to which Dependent Travel Is Authorized

   a. When a member attains eligibility for dependent travel and transportation allowances while at a PDS to which dependent travel ordinarily is authorized, the member is authorized travel and transportation allowances for their travel on the member's next PCS.

   b. Travel authorization from the dependent's location on the PCS order receipt date, NTE the authorization for travel from the PDS at which the member attained eligibility to the new PDS or to another place authorized under this Part.

   c. A dependent temporarily absent from the old PDS at the time an order is received is subject to par. 5088-E.

   d. No travel to an OCONUS PDS may be authorized/approved under par. 5088-A1 unless the dependent is command-sponsored before travel begins and the member has at least 12 months remaining on the OCONUS tour at that station after the dependent is scheduled to arrive.

2. While on Duty in a Dependent Restricted Tour Area

   a. If a member becomes eligible for dependent travel and transportation allowances while serving a

dependent restricted tour, the member is authorized travel and transportation allowances only upon PCS to a PDS to which dependent travel and transportation is authorized.

b. Authorization is from the dependent's location on the PCS order receipt date to the new PDS or to another place authorized under this Part, NTE the authorization for travel from the place the dependent remained/ moved at personal expense, when the member was transferred to the dependent restricted tour area.

B. Dependent Transported OCONUS at Gov't Expense – Return at Gov't Expense

1. A member is authorized travel and transportation allowances for the following personnel transported at Gov't expense to the member's OCONUS PDS, but who no longer qualify as a dependent, a:

a. Parent,

b. Stepparent, or

c. Person in loco parentis; and/or

d. An unmarried child who turns:

(1) 21 years old, or

(2) 23 years old, and loses student status while the member is serving OCONUS,

2. The travel and transportation allowances are from that OCONUS PDS to an appropriate location (as determined through the Secretarial Process) in the:

a. U.S. or a non-foreign OCONUS location, or,

b. The dependent's native country if the dependent is foreign-born. See par. 5096-G.

3. Travel under par. 5088-B must be completed within 6 months after the member completes personal travel from the OCONUS PDS incident to a PCS.

4. If a member, entitled to basic pay, dies while on OCONUS duty, a dependent described above is authorized travel and transportation allowances IAW par. 5152-D1.

C. Dependent Acquired on or before the PCS Order Effective Date

1. A member who acquires a dependent, on or before the PCS order effective date, is authorized dependent travel and transportation allowances from the place at which the dependent is acquired to the new PDS, NTE the travel and transportation allowances for travel from the old PDS to the new PDS.

2. Appropriate command sponsorship is necessary for transportation to an OCONUS PDS (par. 5122).

3. For Service Academy graduates, see par. 5110-B.

4. This does not authorize dependent transportation from an OCONUS PDS to CONUS if the dependent was not command sponsored at the OCONUS PDS (pars. 5076-C4 and 5076-C6). 42 Comp. Gen. 344 (1963) and B-171969, 8 February 1972.

D. Order Amended, Modified, Canceled or Revoked after Travel Begins

1. When a PCS order is:

a. Amended or modified after the date the dependent begins travel (circuitously or otherwise) and a new PDS is designated, or

b. Canceled or revoked,

the dependent's travel and transportation allowances are authorized.

2. Allowances are payable for the distance:

a. From the place the dependent began travel to the place notification was received that the order was amended, modified, canceled or revoked, and

b. From that location to the new PDS or return to the old PDS,

NTE the travel and transportation allowances for the distance from the old PDS to the first-named station and then to the last-named station or return to the old PDS.

E. Dependent Temporarily Absent from the Old PDS, Designated Place or Safe Haven when a PCS Order Is Received. The member is authorized dependent travel and transportation allowances from the old PDS, designated place or safe haven to the new PDS, provided the dependent returns to the old PDS, designated place or safe haven and travel from there to the new PDS (B-195643, 24 April 1980).

F. PCS while on Leave or TDY. When a member receives a PCS order while on leave or on TDY, the member is authorized dependent travel and transportation allowances for dependent travel NTE the authorization for travel from the old to the new PDS.

G. Dependent En Route to the New PDS at the Time of the Member's Death

1. When a member dies after a dependent begins travel under PCS order authority, the dependent is authorized dependent travel and transportation allowances for travel from the place travel began to the place at which notified of the member's death, NTE the travel and transportation allowances for the distance from the old PDS to the ordered new PDS.

2. For additional allowances, see par. 5152.

H. Spouse Separates/Retires from the Service after the Member's PCS Order Effective Date. A member:

1. Who performs PCS travel, and

2. Whose spouse on the PCS order effective date is a member, but separates/retires from the Service thereafter,

is authorized dependent PCS travel and transportation allowances for that spouse NTE the cost for travel from the separated/retired spouse's last PDS to the member's PDS on that PCS order.

I. Legal Custody of Children Changes after the PCS Order Effective Date

1. Dependent travel and transportation allowances are:

a. Not authorized for a dependent child who is not under the member's legal custody and control on the PCS order effective date (B-131142, 3 June 1957).

b. Authorized when the member is granted legal custody/legal joint custody, or otherwise lawfully acquires such custody after the member's PCS order effective date.

2. Examples of lawfully acquired custody include custody acquired as the result of the death of the non-member custodial parent, or a child's election to join a member following lapse of a court order at age 18.

5090 TRAVEL AND TRANSPORTATION INVOLVING OLD AND/OR NEW NON-PDS LOCATION

A. General. This par. does not apply to travel to and/or from a designated place (App A). For this Part, the place the dependent resides and from which the member commutes daily to the PDS are treated as being the PDS.

B. Authorization. A member in receipt of a PCS order is authorized dependent travel and transportation allowances from the old non-PDS location and/or to the new non-PDS location, NTE the authorization from the old to the new PDS.

C. HHG Transportation. See pars. 5172-B1 and 5206-B2b.

D. Transoceanic Travel. See pars. 5082 and 5094.

5092 DEPENDENT JOINS OR ACCOMPANIES THE MEMBER DURING TDY EN ROUTE

A. General

1. When a dependent accompanies or joins a member performing TDY en route between two PDSs, authorization for dependent travel and transportation allowances is based on the travel actually performed using MALT and per diem rates in pars. 5092-B and 5092-C, limited to the greater of:

a. MALT for the official distance between authorized points at the rate in par. 2605 as if the dependent had traveled separately, plus a per diem at the rate prescribed in par. 5094 for the constructed travel time between the authorized points; or

b. What it would have cost if Gov't procured transportation had been used for travel between authorized points, plus a per diem as in Ch 4, Part B for the time required for travel between authorized points.

2. If Gov't procured transportation is used, the Gov't procured transportation cost is subtracted from the allowances.

B. MALT Rate

1. Dependent Travels with the Member in the Same POC

a. The MALT rate in par. 2605 applies for the official distance from the old PDS to the TDY location and then to the new PDS.

b. There is no additional MALT for the dependent travel.

2. Dependent Travels in a Separate POC

a. The MALT rate in par. 2605 applies for the member's travel from the old PDS to the TDY location and then to the new PDS.

b. The member is also paid the MALT rate for the dependent direct travel from the old PDS to the new PDS.

C. Per Diem. The per diem rate is one of the following:

1. Traveling Separately. Par. 5094-C applies when the dependent travels separately from the member for the allowable travel time for that leg of the journey.

2. Traveling Together. Par. 5094-B applies when the dependent travels with the member for the allowable travel time for that leg of the journey.

CHAPTER 5: PERMANENT DUTY TRAVEL

PART A: MEMBERS ONLY

SECTION 3: DEPENDENT TRAVEL AND TRANSPORTATION

SUBSECTION b: PER DIEM

5093 ESCORT OR ACCOMPANYING DEPENDENT

A. Escort. Any person who, IAW a travel order (or ITA for a person not a member or a Gov't employee), accompanies a dependent between authorized locations, when competent authority has authorized the dependent's travel, and the dependent is incapable of traveling alone. The member's commanding officer or the AO may appoint an escort.

B. Authority. Escort travel is authorized only when the AO determines that dependent travel is necessary and that the dependent is incapable of traveling alone because of age, physical or mental incapacity, or other extraordinary circumstance.

C. Circumstances. This par. prescribes the travel and transportation allowances payable for a dependent's escort. This travel may be authorized under the following circumstances, for:

1. 1-Year Period. Any person to escort a dependent(s) within the 1-year period after the member:

   a. Dies,

   b. Is declared missing,

   c. Is injured (see par. 5152), or

   d. Is otherwise unable to accompany the dependent.

2. Non-concurrent PCS Travel

   a. A sole parent member (but not another person), or either member of a member/member married couple (but not both), to escort dependent(s) not permitted by the Service concerned to travel concurrently with the member (or both members in the case of a member/member married couple) to the new PDS.

   b. Round trip travel and transportation is authorized for the member to return for the dependent(s) after dependent travel to the new PDS is authorized.

   c. Gov't transportation must be used on a space required basis when available. If not available, allowances are IAW par. 5093-D;

   d. Par. 3220-B, allowing reimbursement NTE the directed mode cost, does not apply.

3. Unusual/Emergency Circumstances

   a. A sole parent member (but not another person), or either member of a member/member married couple (but not both), to escort dependent(s) authorized transportation under the unusual/emergency circumstances in Ch 5, Part A3c.

   b. Round trip travel and transportation is authorized for the member between the OCONUS PDS and the dependent's destination.

   c. Gov't transportation must be used on a space required basis as the directed mode when available. If not

available, allowances are IAW par. 5093-D;

d. Par. 3220-B, allowing reimbursement NTE the directed mode cost, does not apply.

D. Member as an Escort of a Dependent(s). A member escort under this par. is authorized TDY travel and transportation allowances.

E. Civilian Employee as an Escort of a Dependent(s). An employee escort, traveling under par. 5093-C1, is authorized the TDY travel and transportation allowances in regulations issued by the agency/department that is funding the travel. See par. 7170 or 7175.

F. Another Person as an Escort of a Dependent(s)

1. A person other than a member or employee, designated to travel as an escort for a dependent, should be issued an ITA.

2. This individual is authorized the same transportation and travel allowances as an employee.

3. See App E for ITA information.

5094 PER DIEM FOR DEPENDENT TRAVEL

A. General

1. A member is authorized per diem for each dependent's actual travel ICW the member's PCS, or for other travel in this Part.

2. Travel time for which per diem may be paid is determined under par. 5012 in the same manner as for a member.

3. A member's travel time and the amount of per diem paid for the member's travel ICW the PCS are not used in computing the per diem for dependent travel in pars. 5094-B and 5094-C.

4. Per diem is authorized for a dependent for direct travel between the old and new PDS when the member is transferred.

5. Per diem is not authorized for a dependent for time spent at, or while traveling to/from a TDY location.

6. If the travel origin and/or destination is other than the old/new PDS, per diem is NTE the amount authorized between the old and new PDSs.

7. Par. 4130-G applies when the member/dependent obtains lodging from friends/relatives.

B. Dependent(s) and Member Travel Together

1. Maximum Per Diem Rate. When a member and dependent(s) travel together, the member is authorized per diem for each dependent while traveling, and at delay points at a rate of:

a. 75% of the member's per diem rate for each dependent age 12 or older; and

b. 50% of the member's per diem rate for each dependent under age 12.

2. Accompanying the Member. When more than one POC is used and a dependent traveling in a POC travels along the same general route, on the same days as the member, the dependent is accompanying the member..

C. Dependent(s) Travel Separately

1. Maximum Per Diem Rate. The member is authorized per diem for the dependent traveling separately, as follows:

a. One Dependent Traveling Separately. The dependent is authorized the same per diem rate the member would have been authorized for travel (100% per diem).

b. Two or More Dependents Traveling Separately. When two or more dependents travel together but separate from the member, the member is authorized per diem at a rate of:

(1) 100% for one dependent, age 12 or older; and

(2) 75% for each of the other dependents, age 12 or older, traveling with that dependent; and

(3) 50% for each dependent under age 12, traveling with that dependent.

2. Not Accompanying the Member. A dependent is not accompanying the member when the dependent travels separately from a member on different routes and/or at different times.

D. TDY Involved

1. A member's TDY location is not a delay point for a dependent.

2. Per diem is not authorized for a dependent at a TDY location.

E. Travel by Commercial Ship. Per diem is not authorized when traveling aboard a commercial ship when meals are furnished without charge, or are part of the accommodations cost, except on embarkation and debarkation days.

F. Examples

1. CONUS to OCONUS PCS. The Standard CONUS per diem rate used in this example may not be current. See par. 2025.

Member, spouse, and 4 year old child perform PCS travel. Lodging is $150 (single room rate is $120) on 3 Aug. POE per diem rate is $152 ($101/ $51). New PDS M&IE is $60. Standard CONUS per diem = $142.				
Date	Depart	Arrived	Transportation Mode	Travel Distance/Cost
1 to 3 Aug	Old PDS	POE	POC	600 miles
4 Aug	POE	POD	TP	
4 Aug	POD	New PDS	CA	Taxi @ $20
REIMBURSEMENT				
1 & 2 Aug	$319.50 ($142 member + 106.50 spouse 71 child)/day x 2 days=			$639.00
3 Aug	$101 + $51 (member) =			$152.00
	($152 x 75% spouse) + ($152 x 50% child) =			$190.00
4 Aug	$60 x 75% = (member)			$ 45.00
	$33.75 ($60 x 75% x 75% spouse) + $22.50 ($60 x 75% x 50% child) =			$ 56.25
	MALT (600 miles x $.23/mile) =			$ 138.00
	Taxi			$ 20.00
			Total Reimbursement	$1,240.25

2. OCONUS to CONUS PCS. The Standard CONUS per diem rate used in this example may not be current. See par. 2025.

Member, spouse, 14 and 10 year old deps on PCS travel. Lodging is $220 (single room rate is $100) on 15 Jul. POE per diem rate is $188 ($126/ $62). New PDS M&IE is $64. Standard CONUS per diem = $142. MALT & Lodging Plus per diem are paid for the same day.				
Date	Depart	Arrived	Transportation Mode	Travel Distance/Cost
15 July	Old PDS	POE	POC	600 miles
16 July	POE	POD	TP	
16 July	POD	New PDS	CA	Taxi @ $25

REIMBURSEMENT		
15 July	$62 x 75% = $46.50 + $100 ($100 less than $126) (member) =	$146.50
	$219.75 ($146.50 x 75%/dep x 2 deps ≥ age 12) + $73.25 ($146.50 x 50%/dep < age 12) =	$293.00
16 July	$64 x 75% = (member)	$ 48.00
	$72.00 ($64 x 75% x 75%/dep x 2 deps ≥ age 12) + $24.00 ($64 x 75% x 50%/dep < age 12) =	$ 96.00
	MALT: 600 miles x $.23/mile =	$138.00
	Taxi	$ 25.00
	Total Reimbursement	$746.50

CHAPTER 5: PERMANENT DUTY TRAVEL

PART A: MEMBERS ONLY

SECTION 3: DEPENDENT TRAVEL AND TRANSPORTATION

SUBSECTION c: EARLY RETURN OF DEPENDENT(S) (ERD)

5096 GENERAL

A. Scope. This par. covers situations in which dependent(s) return before the member's PCS, in the Gov't's best interest.

B. Authorization. An order for dependent travel under this par. must cite the specific paragraph (par. 5098, 5100, or 5102) under which the travel is authorized.

C. Official Notice of PCS

1. The dependent must begin travel under par. 5098, 5100, or 5102 before official notice of a PCS from the OCONUS PDS is given to the member (DoDI 1315.18, Encl 5, par. 6f).

2. Discussion/negotiation between assignment personnel and the member about a member's assignment is not official notice of a PCS.

D. Evacuation Travel. See Ch 6 for dependent evacuation travel.

E. HHG Transportation ICW ERD. See Ch 5, Part A5i.

F. POV Transportation ICW ERD. See Ch 5, Part A6d.

G. Foreign National to Native Country. If approved by the Secretary concerned, return of dependents for foreign nationals may be authorized to any location within the country of the dependent's origin even when the member is stationed within the same country. The official authorizing the transportation determines the destination to which transportation is authorized and ensures that a reasonable relationship exists between that destination and the conditions and circumstances.

Example: Member is married to a foreign national whose country of origin is Germany. The member is assigned to Munich, Germany and the dependents' home town is Hamburg, Germany. If a circumstance under Ch 5, Part A5i occurs that causes the dependent to be returned to Hamburg, then travel and transportation allowances may be authorized, to include HHG, for the dependent(s).

5098 OFFICIAL SITUATIONS

A. Incidents. When a command sponsored dependent of a member stationed in a foreign country becomes involved in an incident that:

1. Is embarrassing to the U.S.; or

2. Is prejudicial to the command's order, morale, and discipline; or

3. Gives rise to conditions in which the dependent's safety can no longer be ensured because of adverse public feeling in the area or because of force protection and antiterrorism considerations; or

4. Requires the dependent to register as a sex offender under the laws of any jurisdiction.

B. Dependent Travel Authorized to a Designated Place

1. Dependent travel and transportation allowances may be authorized through the Secretarial Process to a designated place in CONUS/non-foreign OCONUS area, or, if the dependent is foreign born to a designated place in the dependent's native country.

2. While a member serves an OCONUS dependent restricted tour, the dependent who was command sponsored and remained at the member's old OCONUS PDS after the member's PCS, and any foreign born dependent who moved at Gov't expense to the spouse's native country (par. 5116-A4), are eligible for dependent travel and transportation allowances under par. 5098.

3. A reasonable relationship must exist between the conditions and circumstances and the travel destination, which is determined through the Secretarial Process.

4. Dependent return travel to the OCONUS PDS is not authorized except for a dependent described in par. 5098-A3.

5. A dependent in par. 5098-A1 and 5098-A2 may not move again at Gov't expense until the member is ordered on PCS from the OCONUS PDS, or serves an IPCOT.

6. If the dependent(s) returns at personal expense and is command sponsored, the member is authorized dependent travel and transportation allowances from the PDS on a subsequent PCS.

7. Dependent travel and transportation is in addition to, and has no effect on, the authority for dependent travel and transportation allowances the member may have on the next PCS order effective date (40 Comp. Gen. 554 (1961)).

8. The Secretary Concerned may delegate this authority to:

a. The headquarters that directs the Service's dependent transportation policies/procedures for travel to a foreign born dependent's native country, or

b. The installation commander (O-5 or higher) or the commanding officer of the unit to which the member is assigned for CONUS/non-foreign OCONUS designated places.

5100 NATIONAL INTEREST

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

B. Subsequent Authority. When the determining official in par. 5100-A later determines that the national interest no longer requires the absence of a dependent(s) from the OCONUS area, or a PCS order transfers the member to a PDS to which dependent travel is authorized, a member authorized dependent travel and transportation allowances under par. 5074-A is authorized dependent travel and transportation allowances from the designated place/foreign OCONUS location to the current PDS to which dependent travel is authorized.

5102 PERSONAL OCONUS SITUATIONS, INCLUDING DEPENDENT TRAVEL IN CONUS WHEN DISCIPLINARY ACTION IS TAKEN AGAINST A MEMBER STATIONED OCONUS

A. General

1. Even though the member's PDS remains unchanged, at the request of a member permanently stationed OCONUS, travel and transportation allowances for a command sponsored dependent(s) may be authorized

through the Secretarial Process under this par. to a designated place in the:

a. CONUS/non-foreign OCONUS area, or,

b. Dependent's native country, if the dependent is foreign born (see par. 5096-G).

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

a. Remains at the member's old OCONUS PDS after the member's PCS, or

b. Is foreign born and moves at Gov't expense to the spouse's native country.

3. A member stationed OCONUS, whose dependent(s) resides in CONUS, is eligible for dependent travel and transportation allowances under this par. when the circumstances in par. 5102-B8 apply. A reasonable relationship must exist between the conditions and circumstances and the travel destination, which is determined through the Secretarial Process.

4. Travel under pars. 5102-B5 and 5102-B8, may be authorized upon request of a dependent/former dependent, if the member is not available or has declined to make such a request.

5. ERD may be approved, when return travel is for the reasons in pars. 5102-B2 and 5102-B5 (B-195708, October 17, 1979).

6. Except for travel for the reasons in pars. 5102-B2 and 5102-B5, when a dependent travels without an order under circumstances described in Ch 5, Part A5i, no reimbursement for such travel is authorized even though an order is later issued under par. 5276-C4 (B-157765, 15 November, 1965).

B. Circumstances. The circumstances under which dependent travel and transportation allowances may be authorized under this par. are limited to the following:

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

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

3. Educational facilities or housing for dependent(s) is inadequate. A statement from the AO that the inadequacy of such educational facilities or housing was caused by conditions beyond the member's control and that knowledge of those conditions arose after dependent(s) began to travel to the member's OCONUS PDS is required. (B-156558, 25 June 1965; 47 Comp. Gen. 151 (1967); and 57 Comp. Gen. 343 (1978));

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

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

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

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

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

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

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

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

8. A member is:

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

b. Sentenced to confinement in a foreign or U.S. civil confinement facility;

c. Discharged OCONUS under other than honorable conditions;

d. Returned to CONUS for discharge under other than honorable conditions;

e. Returned to CONUS to serve a sentence of confinement in civil or military confinement facilities;

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

g. Serving OCONUS and is transferred to a different ship or station to await trial by court martial as a deserter or straggler;

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

i. Convicted by a court martial and placed on leave involuntarily while awaiting completion of appellate review (63 Comp. Gen. 135 (1983)).

9. In each circumstance above, it must be shown that dependent travel is in the Gov't's best interest.

10. Dependent travel and transportation allowances may be provided only when there is a valid need for the dependent to move.

11. ICW early return of a dependent(s) from OCONUS, it must be determined that the problem/situation occurred after arrival at the OCONUS PDS and local resources cannot resolve the problem.

12. Recommendations from religious, mental health, financial management, family counseling, and/or legal agencies should be obtained.

13. If the member's situation does not meet the criteria, the request must be denied. Early return of a

dependent(s) under par. 5102-B must be employed judiciously; it is a last resort.

14. The Secretary Concerned may delegate the authority in par. 5102-B to:

a. The headquarters that directs the Service dependent transportation polices or procedures for travel to a foreign born dependent's native country, or

b. An officer (O-5 or higher or civilian employee equivalent), who is the activity commander level, support group commander, or the unit commanding officer, to which the member is assigned for travel to CONUS/non-foreign OCONUS location. See DoDI 1315.18, Procedures for Military Personnel Assignments.

15. For dependent travel under par. 5102-B8, decision authority rests with the officer exercising special/general court martial jurisdiction over the member.

16. Except for travel under par. 5102-B8, a dependent must begin travel before a PCS order is issued which relieves the member from the OCONUS PDS.

17. The AO must cite, in the dependent's travel order, the specific item above that applies. Travel and transportation allowances provided under pars. 5102-B8a through 5102-B8h may not exceed the cost from the member's last/ former OCONUS PDS or the place to which dependent was last transported at Gov't expense, as applicable, to the designated place or, if the dependent is foreign born, to the dependent's native country. Under par. 5102-B8i, such allowances may not exceed the cost to the member's HOR or PLEAD. A copy of the appropriate statement and/or authorization/approval, required under this par., must support the transportation procurement documents for allowances under this par.

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

D. Subsequent Authority. Authority for dependent travel and transportation allowances:

1. Is in addition to, and has no effect on, the authority for such allowances the member may have on the next PCS order effective date (40 Comp. Gen. 554 (1961)).

2. Under par. 5074-A, whose dependent was not returned to an OCONUS area under par. 5102-C, is authorized, upon reassignment from the OCONUS PDS, to dependent travel and transportation allowances from the place to which they were transported under Ch 5, Part A5i to the destination authorized in the reassignment order.

5104 DIVORCE OR ANNULMENT

A. General

1. A member permanently stationed OCONUS whose marriage is terminated by divorce/annulment, may be authorized travel and transportation allowances for a former family member.

2. The former family member must have been a formerly command sponsored dependent, as defined in App A, residing with the member OCONUS as specified in this par. (53 Comp. Gen. 960 (1974)).

3. The member, who was the former sponsor, should request movement of a former family member(s). If the member is not available or declines to initiate such a request, the former spouse or former family member concerned may initiate the request.

B. Conditions. Movement of a former dependent(s) must be in the best interest of the:

1. U.S.,

2. Member, and

3. Former dependent(s) concerned.

C. Authorization. Movement of a former family member(s) must be specifically authorized through the Secretarial Process.

D. Points between which Transportation May Be Authorized. The official must determine that a reasonable relationship exists between the case's conditions and circumstances and the destination. Travel must originate at/in the vicinity of the member's present/former OCONUS PDS and must terminate in:

1. The U.S. or in a non-foreign OCONUS location, or

2. The native country if the former dependent is foreign born.

E. Allowances

1. If transportation is not provided by the Gov't/Gov't procured means, reimbursement for personally procured commercial transportation, and POC travel is IAW par. 5074-A.

2. Per diem is payable under par. 5094.

3. The allowances authorized by this par. are payable to the member, but may be paid directly to the former spouse when the member authorizes direct payment (B-193430, 21 February 1979).

F. Time Limits

1. Travel must be completed:

a. Within l year after the final divorce decree/annulment effective date, or

b. 6 months after the date the member completes personal PCS travel from the OCONUS PDS,

whichever occurs first (53 Comp. Gen. 960 (1974)).

2. Return travel must be accomplished as soon as reasonably possible after the member's travel is completed.

3. Six Month Time Limit

a. The 6 month time limit may be extended if authorized/approved for not more than 6 additional months by the commanding officer/designated representative at the duty station at/near which the dependent(s)/former dependent(s) is located.

b. Authorization/approval must be justified:

(1) On an individual case basis, and

(2) Only when the delay is not for personal preference.

c. The 6 month time limit extension may be granted for reasons such as:

(1) Hospitalization,

(2) Medical problems, and

(3) School year completion

that requires that a family member remain OCONUS past the 6 month limit (61 Comp. Gen. 62 (1981)).

d. If an extension to the 6 month time limit is authorized/approved, travel must be completed within 1 year of whichever occurs first:

(1) Final divorce decree/annulment effective date; or

(2) Date the member completes personal travel from the OCONUS PDS incident to a PCS.

G. Return of an OCONUS Dependent

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

a. Member has not received a PCS order, but otherwise would be authorized dependent travel and transportation allowances under par. 5074-A;

b. Dependent's return is for the Gov't's convenience;

c. Dependent is command sponsored before travel and the member has at least 12 months remaining on the tour at the OCONUS PDS on the date the dependent is scheduled to arrive there; and

d. Travel and transportation allowances may not exceed those from the place to which the former family member was transported under par. 5104-D.

2. Remarriage

a. If, in the event of remarriage, a former family member again becomes the former sponsor's dependent, dependent return to the member's OCONUS PDS at Gov't expense is not authorized.

b. If the member returns the former dependent to the OCONUS PDS at personal expense and the former dependent is again command sponsored, the member is authorized dependent travel and transportation allowances from the PDS on a subsequent PCS.

H. Subsequent Authority Not Affected. Travel of a former family member is in addition to, and has no effect on, the member's dependent travel and transportation allowances authority on the member's next PCS order effective date (40 Comp. Gen. 554 (1961)).

CHAPTER 5: PERMANENT DUTY TRAVEL

PART A: MEMBERS ONLY

SECTION 3: DEPENDENT TRAVEL AND TRANSPORTATION

SUBSECTION d: DEPENDENT TRAVEL AND TRANSPORTATION UNDER SPECIAL CIRCUMSTANCES

5108 GENERAL

A. Scope. This Section covers dependent travel situations that are in:

1. Advance of the member's PCS, and

2. The Gov't's best interest.

B. Travel Order. An order authorizing dependent travel and transportation must cite the specific par. under which the travel is authorized.

5110 CALLED/ORDERED TO ACTIVE DUTY

A. TDY Station First Assignment. When a member is called/ordered to active duty, and is:

1. First assigned to a TDY station and then

2. Ordered on PCS,

the member is authorized dependent travel and transportation allowances for dependent travel to the PDS, NTE the travel allowances from the HOR/PLEAD to the first PDS.

B. Commissioned from Service Academies

1. When commissioned and ordered to active duty, a graduate of a Service academy is authorized dependent travel and transportation allowances for dependent travel, NTE the authority for travel to the PDS, regardless of the point designated in the PCS order (Service academy or HOR) from which the officer's travel is directed to be performed.

2. When a dependent is acquired after the officer's departure (detachment) date from a Service academy incident to an active duty PCS order, but on or before the PCS order effective date, the officer is authorized dependent travel and transportation allowances for dependent travel to the new PDS from one of the following:

a. HOR;

b. Service academy; or

c. Place at which the dependent is acquired.

3. If the dependent travels from the place acquired to the HOR or Service academy before the active duty order effective date, then the place named in par. 5110-B2a or 5110-B2b, as appropriate, applies.

4. This authority is without regard to whether TDY is directed or performed en route.

5112 ASSIGNED TO A FOREIGN SERVICE COLLEGE

A. General. A member assigned to a Foreign Service college on a PCS for 20 or more weeks is authorized dependent travel and transportation allowances.

B. Tour Length Restrictions. The tour length restrictions in pars. 5076-C5 and 5076-D do not apply.

5114 ORDERED TO AN OCONUS STATION TO WHICH DEPENDENT TRAVEL IS AUTHORIZED

A. General. When a member is ordered to PCS to an OCONUS station to which dependent travel is authorized, the member is authorized the dependent travel and transportation allowances in this par. if they travel.

B. Dependent Authorized Concurrent Travel with Member

1. When a dependent is authorized concurrent travel to the OCONUS PDS (whether or not travel is actually with the member), the member is authorized dependent travel allowances when performed from the dependent's location when the member receives the PCS order to the OCONUS PDS, NTE the travel allowances from the last place transported at Gov't expense to the new PDS.

2. Gov't transportation facilities for transoceanic travel should be used when available.

C. Concurrent Dependent Travel Denied

1. Anticipated Delay to Be for 20 or More Weeks from Member's Port Reporting Month

a. When concurrent dependent travel is denied by a competent authority for 20 or more weeks from the member's port reporting month, the member is authorized dependent travel and transportation allowances to a designated place in CONUS, or to a designated place in a non-foreign OCONUS area:

(1) If the member was a legal resident of that state, Commonwealth, territory or possession, before entering on active duty, or the member's spouse was a legal resident of that location at the time of marriage; or

(2) Provided the member was called to active duty from that place or it is the member's HOR.

b. A member is authorized dependent travel and transportation allowances from the designated place to the OCONUS PDS if authorized at a later date, provided the dependent is command sponsored before travel and the member has at least 12 months remaining on the OCONUS tour on the date the dependent is scheduled to arrive there.

2. Anticipated Delay to Be for Less than 20 Weeks from Member's Port Reporting Month

a. When the anticipated dependent travel delay is less than 20 weeks from the member's port reporting month, dependent total travel and transportation allowances must not exceed the allowances from the last place to which transported at Gov't expense to the new PDS.

b. Reimbursement for the authorized travel is made after travel to the OCONUS PDS is completed.

D. Member Elects to Serve an Unaccompanied Tour. A member who elects to serve an unaccompanied tour may leave the dependent at the current location, or move them to a designated place in:

1. CONUS,

2. A non-foreign OCONUS area; if:

a. The member was a legal resident of that area before entering on active duty;

b. The member's spouse was a legal resident of that area at the time of marriage;

c. The member was called to active duty from that area;

d. It is the member's HOR; or

e. Authorized/approved through the Secretarial Process;

3. An OCONUS location the PCS order states the member is scheduled to serve an accompanied tour immediately after completing the unaccompanied tour. The member must have sufficient obligated service to complete the unaccompanied tour and the subsequent accompanied tour.

4. In these situations:

a. A dependent cannot be moved again at Gov't expense until a subsequent PCS order is issued or the member is selected to serve an IPCOT.

b. A member moving a dependent to a designated place under par. 5114 may move the dependent to the OCONUS PDS at personal expense.

c. If the dependent is command-sponsored at the OCONUS PDS after arrival, they may be moved from that PDS at Gov't expense when a subsequent PCS order is issued.

E. Reimbursement for Transoceanic Travel. Par. 5018-C4 also applies to reimbursement for authorized transoceanic travel performed by a dependent at personal expense.

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. When transferred by a PCS order on a dependent restricted tour, a member may leave the dependent at the current location or move the dependent from the old PDS (or HOR/PLEAD based on the location if it is the member's first PCS on active duty) to a designated place in:

1. CONUS;

2. A non-foreign OCONUS area; if:

a. The member was a legal resident of that area before entering on active duty;

b. The member's spouse was a legal resident of that area at the time of marriage;

c. The member was called to active duty from that area;

d. It is the member's HOR; or

e. Authorized/approved through the Secretarial Process;

3. An OCONUS location at which the PCS order states the member is to serve an accompanied tour immediately after completing the dependent restricted tour, or a tour falling under par. 5116-B or 5116-C below. The member must have sufficient obligated service to complete the dependent restricted tour and either the tour falling under par. 5116-B or 5116-C below, or the subsequent accompanied tour; or

4. An OCONUS location justified under unusual conditions or circumstances and authorized/approved by the Secretary Concerned. See par. 5296-C second item for related HHG transportation.;

a. This authority may not be delegated below the Service headquarters that directs dependent travel and transportation policy and procedures;

b. For an Armed Forces' member, this authority may be used only to return a foreign-born dependent to the spouse's native country per DoDI 1315.18, Procedures for Military Personnel Assignments.

c. The Commandant of the Coast Guard (CG-13) may make an exception for a Coast Guard member; and

d. A dependent residing in the same country as the member cannot be command-sponsored, if moved there under this authority.

B. Assignment to Unusually Arduous Sea Duty on a Specified Ship, Afloat Staff, or Unit

1. When a member is transferred by a PCS order to a ship, afloat staff, or afloat unit specified in writing through the Secretarial Process as involving unusually arduous sea duty, dependent travel and transportation allowances are authorized from the old PDS to the new PDS (except for a dependent restricted tour) or to a designated place as in par. 5116-A.

2. A member is authorized dependent travel and transportation allowances under par. 5116 when the old home port/PDS is identical to the new home port/PDS (57 Comp. Gen. 266 (1978)).

C. Assignment to a Ship or Afloat Staff Specified as Operating OCONUS for a Period of One Year or More. When a member:

1. Is permanently assigned to a ship/afloat staff specified through the Secretarial Process as in an OCONUS area for a contemplated continuous period of 1 year or more on the date the ship/afloat staff is so specified, or

2. Is transferred by a PCS order to a ship/afloat staff,

the member is authorized dependent travel and transportation allowances from the PDS to a designated place IAW par. 5116-A.

D. Subsequent Authority

1. When a member is:

a. Transferred from a dependent restricted tour to an area that dependent travel is authorized;

b. Transferred from a specified ship, afloat staff, or afloat unit in 5116-B2 or 5116-C except when serving a dependent restricted tour at the new PDS (see par. 5116-A) or another specified ship, afloat staff, or afloat unit (see par. 5116-B or 5116-C);

c. On permanent duty aboard a ship or on a staff in par. 5116-B or 5116-C when the ship/staff is relieved from unusually arduous sea duty or the specified continuous overseas duty of 1 year or more; or

d. On permanent duty on a dependent restricted tour on the date the restriction against dependent travel to the member's PDS is removed;

2. Except as in par. 5088-E, dependent travel and transportation allowances are authorized from the dependent’s location:

a. On receipt of the PCS order in par. 5116-D1a or 5116-D1b; or

b. On the date of change of conditions in par. 5116-D1c or 5116-D1d, or

c. From the place the dependent was moved at Gov’t expense under par. 5116-A or 5116-C, whichever

results in the least reimbursement,

to the member's PDS.

3. Dependent travel and transportation allowances are authorized from the:

a. Place the dependent was moved under par. 5116, or

b. Home port for a ship, afloat staff, or afloat unit if the dependent is there on receipt of the PCS order in 5116-D1b,

to the new PDS.

4. A member is authorized dependent travel and transportation allowances even though the home port of the old ship, afloat staff, or afloat unit specified under par. 5116-B or 5116-C and the new PDS are identical (57 Comp. Gen. 266 (1978)).

E. Home Port Change. When on duty with a unit specified as unusually arduous on the home port change effective date, a member is authorized dependent travel and transportation allowances:

1. From the old home port or designated place to the new home port if the home port change is incident to commencement of an overhaul to be performed at the new home port. If travel is from:

a. The old home port to a location other than the new home port, par. 5090 applies.

b. A designated place to a location other than the new home port, the authority is limited to that from the designated place to the new home port.

2. From the old home port to the new home port or to a designated place if the home port change is incident to completion of an overhaul. If travel is from:

a. A location other than the old home port to the new home port, par. 5090 applies.

b. A location other than the old home port to a designated place, the authority is limited to that from the old home port to a designated place.

3. From the old home port or from a designated place to the new home port or from the old home port to a designated place, if the home port change is not incident to an overhaul. Travel from one designated place to another is not authorized.

F. Home Port Change Announcement

1. When an official announcement has been made designating a home port change, travel and transportation allowances for a dependent may no longer be paid to the old home port ICW a PCS order to the unit at that old home port.

2. The home port change announcement is an order modification until such time as the PCS order is later amended, modified, canceled, or revoked.

3. Provisions apply, but are not limited, to a member who has:

a. Delayed dependent travel or transportation to the old home port, or

b. Been issued a PCS order to the unit naming the old home port after the home port change has been announced.

4. Exception: A dependent transported after a PCS order is received and who is in a transit or in an otherwise irreversible transportation status on the date the announcement was made.

5. Authority for a member in par. 5050-H is not applicable to exception for dependents in pars. 5116-F.

5118 REASSIGNED OCONUS DUE TO BASE CLOSURE OR SIMILAR ACTION BEFORE THE PRESCRIBED OCONUS TOUR IS COMPLETED

A. General. A member, accompanied by a command-sponsored dependent, who is involuntarily transferred on a PCS due to base closure or similar action between OCONUS PDSs, is authorized dependent travel and transportation allowances to the new PDS, if dependents are authorized at the new PDS, or IAW par. 5116, if the member is to serve an unaccompanied tour at the new PDS.

B. Subsequent PCS. Upon subsequent PCS transfer from the new PDS, dependent travel and transportation allowances are authorized regardless of the length of time served at the PDS the member last departed.

C. Tour Length Restrictions. If the move is within the same theater, the tour length restrictions in pars. 5174-C5 and 5174-D do not apply.

5120 CONSECUTIVE OVERSEAS TOUR (COT)

A. General. A member stationed OCONUS who is selected to serve a COT is authorized dependent travel and transportation allowances (see par. 5150 for IPCOT allowances) under this par.

B. Unaccompanied to Unaccompanied Tour

1. The dependent may be moved from a designated place to another designated place if authorized/approved by the Secretary Concerned and it is shown that the dependent's movement is in the Gov't's best interest.

2. This authority may not be delegated.

3. This movement is authorized only on a PCS.

C. Unaccompanied to Accompanied Tour. The dependent may be moved from a designated place to the member's new PDS, if the dependent is command sponsored prior to travel to the new PDS.

D. Accompanied to Unaccompanied Tour

1. General. When a member serves an unaccompanied tour par. 5114-D or 5116-A applies.

2. Dependent Stays at Old PDS

a. A member may leave a command-sponsored dependent at the old PDS.

b. This location must be authorized/approved through the Secretarial Process.

c. Delegation may not be below the headquarters that directs dependent transportation policies/procedures for the Service concerned).

d. This location is then a designated place and the member may receive station allowances at the with-dependent rate (see par. 9205-A1).

3. Dependent Status. A dependent is no longer command-sponsored once the member departs PCS per DoDI 1315.18, Procedures for Military Personnel Assignments.

E. Accompanied-to-Accompanied Tour

1. A dependent may be moved to the new PDS, if command sponsored there before travel, when a member serves an accompanied tour at the new PDS.

2. A member, assigned to a key billet and electing to serve without dependents, is authorized allowances for dependent travel and transportation to a designated place.

5122 CONSECUTIVE OCONUS TOURS FOR A MEMBER WITH A NON-COMMAND-SPONSORED DEPENDENT

A. General. A member:

1. Ordered on a PCS between OCONUS PDSs, who has a non-command-sponsored dependent at, or in the vicinity of, the old PDS, is authorized dependent travel and transportation allowances if the member is to serve an accompanied tour at the new OCONUS PDS.

2. Authorized dependent travel and transportation allowances at the time of transfer to the old OCONUS PDS, is authorized travel performed NTE the allowances from the place the dependent was last moved at Gov't expense.

3. Not authorized dependent travel and transportation allowances at the time of transfer to the old OCONUS PDS, cannot exceed the travel and transportation allowances from the CONUS POE serving the old PDS to the new PDS.

B. IPCOT. See par. 5150.

5124 TRANSFER TO, FROM, OR BETWEEN SEA DUTY ASSIGNMENTS NOT SPECIFIED AS UNUSUALLY ARDUOUS SEA DUTY

A. Travel and Transportation Authorized. When a member is transferred between PDSs, neither of which is unusually arduous sea duty, dependent travel and transportation allowances are authorized from the old PDS to the new PDS.

B. Travel and Transportation Not Authorized. Except for assignments involving duty under par. 5116, dependent travel and transportation allowances are not authorized when the old and new PDS are the same (B-185099, 1 June 1976).

5126 CHANGE OF HOME PORT FOR A SHIP, AFLOAT STAFF, OR AFLOAT UNIT NOT SPECIFIED AS INVOLVING UNUSUAL OR ARDUOUS SEA DUTY

A. General. When a member is on duty with a ship, afloat staff, or an afloat unit on the home port change effective date, that home port change is a PCS for dependent travel and transportation purposes.

B. Allowances. Dependent travel and transportation allowances are authorized from the old home port to the new home port.

C. Unusually Arduous Home Port Change Allowances. Home port change allowances involving units specified as unusually arduous are in par. 5116.

5128 ASSIGNED TO A MOBILE UNIT OR SHIP BASED STAFF

For determination of dependent travel and transportation allowances, a mobile unit or a ship-based staff with an assigned home port (as opposed to an assigned PDS location) has the same status as a ship with an assigned home port.

5130 MEMBER ORDERED TO A HOSPITAL IN CONUS

A. General

1. This par. does not apply to a member not authorized dependent travel and transportation allowances under par. 5076.

2. Except as provided in par. 5130-C, authority for dependent travel and transportation allowances incident to a member's hospitalization is contingent on a statement by the commanding officer of the receiving hospital that the case has been evaluated and that a prolonged treatment period of the member in that hospital is expected.

B. From Duty Stations or Hospitals in CONUS

1. A member on active duty, who is transferred within CONUS from a PDS/TDY station to a hospital for observation and treatment, is authorized dependent travel and transportation allowances (as for a PCS) from the last PDS, or the place the dependent was retained under par. 5074-A, to the hospital.

2. Upon later transfer from one hospital to another in CONUS for further observation and treatment, and when the dependent traveled at Gov't expense incident to the member's transfer to the initial hospital, a member is authorized dependent travel and transportation allowances between such hospitals.

C. From OCONUS Duty Stations or Hospitals

1. A member at an OCONUS PDS, who is transferred to a hospital in CONUS for observation and treatment, is authorized dependent travel and transportation allowances from the OCONUS PDS/designated place, to the first hospital the member is transferred for observation and treatment.

2. When the dependent travels incident to the member's initial hospital transfer from OCONUS, no statement of prolonged hospitalization is required.

D. Transportation Not Restricted to the Hospital. Subject to the maximum set forth in pars. 5130-B and 5130-C, a member is authorized dependent travel and transportation allowances to, from, and between other places (see par. 5090).

E. Completion of Hospitalization. A member who is released from observation and treatment and restored 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), is authorized dependent travel and transportation allowances for travel to the PDS, HOR, PLEAD, or HOS, as follows:

1. When a dependent did not travel at Gov't expense incident to the member's hospitalization, from the place the dependent is located upon hospitalization completion, NTE the authority for travel from the last or any prior PDS or place the dependent was retained (see par. 5074-A) or from a designated place to which previously transported (see par. 5116), as applicable;

2. When a dependent traveled at Gov't expense incident to the member's hospitalization, from the place the dependent is located upon hospitalization completion, NTE the authority for travel from the hospital the member was transferred when the dependent traveled at Gov't expense.

5132 CONVICTED PERSONNEL AWAITING COMPLETION OF APPELLATE REVIEW

A. General

1. A member stationed in CONUS, who is placed on involuntarily leave while awaiting completion of appellate review of a court-martial sentence to a punitive discharge/dismissal from the Service, may be provided dependent transportation.

2. Transportation is provided only if authorized/approved through the Secretarial Process. Par. 5138-F applies.

B. Member Restored to Duty. If restored to duty, the member is authorized dependent PCS travel and transportation allowances from the place travel was authorized when placed on appellate leave to the member's PDS.

C. Final Separation Travel. When a dependent travels at Gov't expense to the HOR/PLEAD, or to some other place under this par., such travel constitutes final separation travel unless the member is restored to duty (63 Comp. Gen. 135 (1983)).

5134 SHIP BEING CONSTRUCTED OR UNDERGOING OVERHAUL OR INACTIVATION

A. General

1. Per diem or reimbursement for meals and lodging may not be paid ICW travel in this par.

2. A dependent of a member on duty aboard a ship:

a. Being overhauled/inactivated at a place other than its home port, or

b. If the home port is changed to the port of overhaul or inactivation and the dependent is residing in the area of the home port or former home port,

may be provided transportation under par. 5134-D in lieu of the member's authority, to the overhaul or inactivation port, NTE the cost of Gov't-procured commercial round trip travel for the member.

3. Such dependent travel, in lieu of member's travel, may be provided on/after the 31st day, and every 60th day after the 31st day after the date the ship enters the overhaul/inactivation port or after the date the member becomes permanently assigned to the ship, whichever is later.

4. A dependent must not be provided transportation under this par. unless the member has been assigned to the ship for more than 30 consecutive days.

5. A dependent who becomes authorized to a round trip before using a prior authorization does not lose a previously earned authorization.

6. All travel authorized under this par. must begin before the ship departs from the overhaul/inactivation port.

7. The term "area" means places surrounding the home port from which personnel customarily commute daily to the home port.

B. Ship's Home Port Not Changed

1. When the ship's home port is not changed, dependent travel is authorized between the home port and the overhaul/inactivation port unless the member has elected personal travel under par. 7615, in which case dependent travel under this par. is not authorized.

2. The member has the option to alternate travel, i.e., member, dependent, member, each time the authority becomes available.

3. Dependent travel under this par. may not exceed the cost of Gov't-procured round trip travel for the member.

C. Ship's Home Port Changed. When the ship undergoes a home port change to the overhaul/inactivation port, the dependent is authorized travel between the ship's former home port and the overhaul/inactivation port in lieu of PCS allowances, if because of personal situations, the dependent is not relocated (e.g., dependent receiving medical care and no similar facility exists at the overhaul/inactivation port) to the overhaul/ inactivation port.

D. Dependent Travel while the Ship Is Being Constructed

1. When the conditions in this par. are met, the dependent of a member assigned to permanent duty in conjunction with the construction of a ship, at a location other than the:

a. Ship's designated future home port; or

b. Area at which the dependent is residing

may be provided transportation or an allowance for transportation for round trip travel to the construction port from one of the below.

2. The dependent above may be provided transportation or an allowance for transportation for round trip travel to the construction port from either the site of the:

a. Ship's future home port; or

b. Area at which the dependent is residing.

3. Exception: If the member has elected personal travel under par. 7615-C, dependent transportation under this par. is not authorized.

4. A member has the option to personally travel or substitute dependent travel each time the authority becomes available.

5. Authorization for transportation accrues on/after the 31st consecutive day and every 60th day after the 31st day after the date the member becomes permanently assigned to the ship.

6. A dependent that becomes authorized to a round trip before using a prior authorization does not lose a previously earned authorized round trip.

7. All travel under this par. must begin before the ship departs the construction port.

E. Transportation Allowances

1. A member whose dependent travel is covered by pars. 5134-A and 5134-D, is authorized one, or a combination, of the following for the authorized round trip travel:

a. Transportation-in-kind;

b. Reimbursement for the cost of personally-procured commercial transportation (TMC/TMC use is still mandatory);

c. The automobile mileage rate (see par. 2600) for the distance traveled by POC.

2. Gov't transportation must be used to the maximum extent practicable.

3. Reimbursement under par 5134-E1b is subject to:

a. Par. 5074-B2, for land travel; and

b. Par. 5082, for transoceanic travel.

4. When land travel is by mixed modes, reimbursement is for the actual travel NTE the cost of Gov't-procured commercial round trip air transportation for the member between the home port/former home port and the overhaul/inactivation port.

5. Reimbursement under par. 5134-E1b or the mileage under par. 5134-E1c must not exceed the cost of Gov't-procured commercial round trip air transportation for the member between the home port/former home port and the overhaul/inactivation port.

5136 ORDERED TO A CONUS PDS WHERE DEPENDENT TRAVEL IS DELAYED/RESTRICTED BY AN ORDERED EVACUATION/NATURAL DISASTER

A. General

1. The Services have limited discretionary authority (see pars. 5136-A3 and 5136-A4) to request the designation of geographic areas within CONUS as "non-concurrent travel application areas" in the event of ordered evacuations and/or major disasters (42 USC §5121 et seq) subject to approval by ASD (M&RA).

2. This authority is used when military installations and/or the surrounding geographic areas infrastructure cannot support the dependents at the duty station (DoDI 1315.18, Encl 5, par. 2.).

3. Service M&RAs must request non-concurrent travel restriction authority through the Joint Chiefs of Staff/J1for further coordination with the Services concerned (including Coast Guard) prior to submitting a recommendation to the ASD (M&RA) for concurrence, approval, and adjudication. See DoDI 1315.18.

4. Non-DoD Services are not subject to the DoDI but should coordinate their policies with ASD (M&RA) for transparency among members.

5. See pars. 5050 and 5052 when the member travels on a PCS order from the old PDS via the dependent's designated place prior to reporting to the new PDS.

6. The member's PCS travel is completed on the reporting date at the new PDS.

7. See par. 10406 and Tables 10E-4 and 10E-5 for housing allowance changes when a Service defers a dependent's travel.

B. Designation of a CONUS Area as a Non-concurrent Travel Application Area

1. A Service must modify/amend the PCS order to prescribe dependent travel authorization separately from the member's directed travel.

2. Upon designation of a CONUS area as a non-concurrent travel area, dependent travel to locations within the area is not authorized at Gov't expense until authorized/approved by the installation Commander or designee.

3. The member selects 'awaiting transportation' location for the dependent when par. 5136-C4, 5136-D2, or 5136-E3 applies.

4. See Ch 3, Part F, Ch 4, Part B, and Ch 5 for dependent travel and transportation allowances for the authorized delay en route and PCS travel and transportation allowances.

5. The member's new commanding officer may authorize/approve additional travel time when appropriate per Service policy (see par. 5012-C).

6. Pars. 5050 and 5052 are not applicable when the designated place has not been declared.

7. Par. 5136-B3 example: A dependent departs the old PDS en route to the new PDS when the Service declares the new PDS a non-concurrent travel area and directs the dependent to remain at a delay location. Dependent travel and transportation allowances authorized at the 'awaiting transportation' location are:

a. TDY allowances and local transportation reimbursement at the 'awaiting transportation' location; and/or

b. PCS allowances from that location to a designated place and/or the new PDS at Gov't expense.

C. Delayed Dependent Travel between CONUS PDSs

1. PCS Order

a. The member's PCS order must state that dependent travel to the new PDS is not authorized until authorized/approved by the installation Commander or designee.

b. When further travel is authorized/approved, the PCS order must be modified/amended to authorize/approve dependent travel.

2. Delay Anticipated to Be for Less than 20 Weeks from the Member's Reporting Date. When the anticipated dependent travel delay is less than 20 weeks from the member's reporting date, the dependent is expected to remain at the old PDS and movement to any other location at Gov't expense is not authorized.

3. Delay Anticipated to Be for 20 or More Weeks from the Member's Reporting Date

a. When the authority designated by the Secretarial Process denies dependent travel for 20 or more weeks from the member's reporting date, the dependent is authorized to move from the old PDS to an authorized designated place at Gov't expense.

b. A non-foreign OCONUS designated place may be authorized by the Secretarial Process when the domicile of the member/spouse before entering active duty (or marriage to the member) was at the non-foreign OCONUS location desired as the designated place and the person continues to be a domiciliary of that non-foreign OCONUS location.

c. The PCS order must be modified to reflect the authorized designated place.

4. Travel Delayed while the Dependent Is En Route to the New PDS. When the dependent performs PCS travel en route to the new PDS within the designated non-concurrent travel area and a concurrent travel restriction is imposed on travel to the new PDS, the dependent enters into an awaiting further transportation status (See par. 2250-B1d).

D. Delayed Dependent Travel from an OCONUS PDS to a CONUS PDS

1. Delay Travel to New CONUS PDS

a. When the old PDS is OCONUS and dependent travel is delayed, regardless of the duration, the dependent is authorized to move from the old OCONUS PDS to an authorized CONUS designated place.

b. A non-foreign OCONUS designated place may be authorized by the Installation Commander when the domicile of the member/spouse before entering active duty (or marriage to the member) was at the non-foreign OCONUS location desired as the designated place and the person continues to be a domiciliary of that non-foreign OCONUS location.

c. The PCS order must state that dependent travel under that order to the new CONUS PDS at Gov't expense is not authorized until authorized/approved by the authority designated by the Installation Commander or designee.

d. When travel to the new PDS is authorized/approved, the PCS order must be modified/amended to authorize/approve dependent travel at Gov't expense.

2. Travel Delayed while the Dependent Is En Route to the New PDS. When the dependent is performing PCS travel and is en route to the new PDS within the designated non-concurrent travel area and a concurrent travel restriction is imposed on travel to the new PDS, the dependent enters into an awaiting further transportation

status (See par. 2250-B1d).

E. Delayed Dependent Travel within a Designated Non-concurrent Travel Area. This subpar. applies when the old and new CONUS PDSs are non-concurrent dependent travel locations because of an ordered evacuation or natural disaster.

1. Delay Anticipated to Be for Less than 20 Weeks from the Member's Reporting Date. When the anticipated dependent travel delay is less than 20 weeks from the member's reporting date, dependent movement to any other location at Gov't expense is not authorized.

2. Delay Anticipated to Be for 20 or More Weeks from the Member's Reporting Date

a. When the Secretarial Process denies dependent travel for 20 or more weeks from the member's reporting date, the dependent is authorized to be moved from the old PDS to an authorized designated place.

b. A non-foreign OCONUS designated place may be authorized by the Secretarial Process when the domicile of the member/spouse before entering active duty (or marriage to the member) was at that non-foreign OCONUS location desired as the designated place and the member or spouse continues to be a domiciliary of that non-foreign OCONUS location.

c. The PCS order must reflect the authorized designated place.

3. Travel Delayed while the Dependent Is En Route to the New PDS

a. When the dependent is performing PCS travel and is en route to the new PDS within the designated non-concurrent travel area and a concurrent travel restriction is imposed on travel to the new PDS, the dependent enters into an awaiting further transportation status. See par. 2250-B1d.

b. The PCS order must state that the dependent travel to the new PDS under that order is not authorized until authorized/approved by the Installation Commander or designee.

c. When further travel is authorized/approved, the PCS order must be modified/amended to authorize/approve dependent travel.

F. Dependent Travels to an Alternate Location other than the Authorized CONUS Designated Non-concurrent Travel Area

1. General

a. This par. applies when dependent(s) travel to a dependent-selected location not authorized by a travel order or performs travel prior to the issuance of an amended/modified PCS order.

b. Travel and transportation reimbursement for dependent travel is contingent on the issuance of a PCS order authorizing dependent travel to the new PDS.

2. Anticipated Delay in the U.S. or at a Non-foreign OCONUS PDS is Less than 20 Weeks from the Member's Reporting Date. This subpar. applies to a dependent (separately or as a family) who elects to travel from the U.S. or a non-foreign OCONUS PDS from which the member is ordered, to a location, prior to the issuance of an amended/modified PCS order authorizing dependent travel to the new PDS, instead of remaining at the old PDS.

3. Anticipated Delay at a Foreign OCONUS PDS for Less than 20 Weeks from the Member's Reporting Date

a. This par. applies to a dependent (separately or as a family) who travels from the foreign OCONUS PDS from which the member is ordered, to a location other than the designated place.

b. A non-foreign OCONUS designated place may be authorized by the Secretarial Process when the domicile of the member/spouse before entering active duty (or marriage to the member) was at the non-foreign OCONUS location desired as the designated place and the person continues to be a domiciliary of that non-foreign OCONUS location.

4. Anticipated Delay is 20 or More Weeks from the Member's Reporting Date

a. This subpar. applies to a dependent (separately or as a family) who elects to travel, from the member's PDS from which the member is ordered, to a location other than the designated place.

b. A non-foreign OCONUS designated place may be authorized by the Secretarial Process when the domicile of the member/spouse before entering active duty (or marriage to the member) was at a non-foreign OCONUS location desired as the designated place and the person continues to be a domiciliary of that non-foreign OCONUS location.

c. Reimbursement for dependent travel to the dependent-selected location and then to the PDS is limited to the Gov't's travel and transportation cost directly from the last place the dependent was moved at Gov't expense to the new PDS.

d. Pars. 5050 and 5052 are not applicable when the authorized dependent designated place is unknown.

e. Excess travel costs involving the dependent-selected location are the member's financial responsibility.

5138 SEPARATION FROM THE SERVICE OR RELIEF FROM ACTIVE DUTY EXCEPT FOR DISCHARGE WITH SEVERANCE OR SEPARATION PAY

A. General

1. A member on active duty, who is separated from the Service or relieved from active duty under conditions other than those in pars. 5138-B, 5138-C, 5138 D, 5138-E and 5140-A1, is authorized dependent travel and transportation allowances NTE the authorization for travel:

a. From the PDS/place the dependent was last transported at Gov't expense,

b. To the place the member elects to receive travel allowances under par. 5066.

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

B. Duty Station Erroneously Designated as HOR

1. An officer who upon:

a. Being commissioned from an enlisted grade;

b. Being commissioned in the regular establishment while on active duty as an RC member; or

c. Accepting a new commission in an RC without a break in service;

and whose HOR was erroneously designated as the place where the member was then serving rather than the actual HOR, is authorized, upon relief from active duty dependent travel and transportation allowances to the correct HOR if the conditions in 2 and 3 below are met.:

2. Member certifies that the duty station or a nearby place was erroneously designated as the HOR, and that the member's home was, in fact, at the certified place; and

3. Certified place agrees with the member's residence of record in the Service concerned upon the member's

enlistment or entry on active duty for the service period during which the member obtained the commission.

C. Separation from the Service or Relief from Active Duty to Continue in the Service. A member who is separated from the Service or relieved from active duty to continue on active duty in the same/another status or in the same/another Uniformed Service, is not authorized dependent travel and transportation allowances unless the member is transferred on a PCS in conjunction with re-entry into or continuance in the Service.

D. Separation from the Service or Relief from Active Duty upon Expiration of Enlistment or Prescribed Term of Service. A member who is separated from the Service or relieved from active duty by reason of expiration of enlistment or prescribed term of service and who, on the following day, reenters the Service at the station at which separated or relieved with no change of PDS, is not authorized dependent travel and transportation allowances.

E. Relief from Active Duty for an RC Member Called (or Ordered) to Active Duty for Less than 20 Weeks. An RC member who is ordered to:

1. Active duty (including active duty for training) for less than 20 weeks; or

2. Active duty training for 20 or more weeks, when the active duty is performed at more than one location, but is less than 20 weeks at any one location;

is not authorized dependent travel and transportation allowances ICW relief from that active duty.

F. Member Serves Less than the Initial Prescribed Period of Service

1. This subpar. applies to a member separated from the Service or relieved from active duty who has not served at least 90% of an initial active duty enlistment or other initial period of active duty otherwise agreed to.

2. A member may be provided dependent transportation, if otherwise authorized, but no per diem, by transportation-in-kind by the least expensive common carrier transportation mode available or by payment of an amount equal to the Gov't's cost of the least expensive common carrier transportation that would have been furnished.

3. This subpar. does not apply to a member who is:

a. Retired for physical disability or placed on the TDRL (without regard to length of service) under Chapter 61, 10 USC (see par. 5140-A1a(1));

b. Retired with pay for any other reason (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve) immediately following at least 8 years of continuous active duty with no single break of more than 90 days (see par. 51940A1a(2));

c. Separated from the Service or released from active duty for a medical condition affecting the member, as determined by the Secretary concerned;

d. Separated from the Service or released from active duty because the time period the member initially enlisted or otherwise initially agreed to serve is reduced by the Secretary concerned and is separated or released under honorable conditions;

e. Discharged under 10 USC §1173 for hardship; or

f. Discharged incident to a court-martial sentence or administratively discharged under other than honorable conditions.

G. Time Limit

1. Except when additional time is authorized/approved, travel must begin before the 181st day following

separation from the Service or relief from active duty for authorization under this par.

2. When travel before the 181st day would impose a hardship on the separated member, a time limit extension (see par. 5000-B6) may be authorized/approved for a specific additional period of time through the Secretarial Process.

H. Member Ordered to a Place to Await Results of Disability Proceedings

1. A member, who:

a. Is found by a physical evaluation board unfit to perform the duties of the member's grade, and

b. Is not authorized to select a home under par. 5068, but

c. For the Gov't's convenience, is ordered to a place to await the results of the disability proceedings,

is authorized dependent travel and transportation allowances to that place providing the member signs a release that the results of the initial physical evaluation board will not be contested.

2. Dependent travel under this subpar. must not preclude authorization for dependent travel when a disability separation order, or other order, ultimately is issued.

3. Authorization is subject to adjustment upon final disposition of physical disability proceedings NTE the authorization for the distance from the member's PDS at the time the member received an order to proceed in an awaiting-orders status to the point the member is authorized incident to release from active duty, etc., less any amount previously paid for dependent travel to the waiting point.

I. 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 dependent travel and transportation allowances to the college, the HOR, or PLEAD, as the member elects.

5140 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 dependent's travel and transportation allowances to the member's HOS under par. 5068-A from the last PDS or place to which the dependent was last transported at Gov't expense 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 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 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 of more than 90 days.

b. A member authorized travel to a HOS under par. 5068-A:

(1) Who qualifies under par. 5068-B or 5068-C by traveling to the HOS within the specified time limits, and

(2) Whose dependent travels to a home other than the member's HOS,

is authorized dependent travel and transportation allowances for travel performed NTE the authorization for travel from the PDS, or place to which the dependent was last transported at Gov't expense, to the member's HOS.

c. Except as in par. 5140B, travel to a HOS must begin within 1 year after the member's termination of active duty.

d. In the case of a member who has not moved the dependent at Gov't expense during the current tour of duty, travel and transportation allowances for dependent travel from the HOR is authorized.

e. A member who is authorized HOS travel under par. 5068-A, may elect dependent travel under par. 5140-A to the member's HOR/PLEAD outside the U.S. under par. 5138-A (53 Comp. Gen. 963 (1974); 54 id. 1042 (1975)).

2. Travel to HOS Not Authorized. A member on active duty is authorized dependent travel and transportation allowances under par. 5138-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.

B. Time Limits

1. Member Undergoing Hospitalization or Medical Treatment

a. On Date of Termination of Active Duty

(1) A member authorized dependent travel and transportation allowances to a HOS under par. 5140-A1a(1) or 5140-C, who is confined in or undergoing treatment at a hospital on the active service termination date, is authorized dependent travel and transportation allowances to the HOS provided the travel begins within 1 year after the date of termination of the hospitalization or treatment.

(2) A longer time limit may be authorized/approved through the Secretarial Process. See par. 5000-B6.

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

(1) A member authorized dependent travel and transportation allowances to a HOS under par. 5140-A1a(1) or 5140-C, who is confined in/undergoing treatment at a hospital for any period of time during the 1-year period after the date of termination of active service, is authorized dependent travel and transportation allowances to the HOS provided the travel begins within 1 year after the active service termination date, plus a period equal to the hospitalization or treatment period.

(2) A longer time limit may be authorized/approved through the Secretarial Process. See par. 5000-B6.

2. Member Undergoing Education or Training

a. Authorization. A member authorized dependent travel and transportation allowances under par. 5140-A1a(1) who:

(1) Is undergoing education/training to qualify for acceptable civilian employment on the active service termination date; or

(2) Begins such education/training during the 1-year period after active service termination, or during the longer period authorized/approved under par. 5140-B1 (if applicable);

is authorized dependent travel and transportation allowances to the HOS provided the conditions in subpar. b below are met.

b. Conditions. Dependent travel and transportation allowances to the HOS are authorized in subpar. a above, provided that:

(1) Travel begins within 1 year after completion of education/training, or 2 years after the active service termination date, whichever is earlier; and

(2) Transportation is authorized/approved through the Secretarial Process.

Further extension of this time limit may be authorized/approved by the Secretarial Process. See par. 5000-B6.

3. Other Deserving Cases

a. An extension of the 1-year time limit in par. 5140-B1 or 5140-B2 (if applicable), may be authorized/approved through the Secretarial Process in cases other than those described in pars. 5140-B1 and 5140-B2 when an unexpected event beyond the member's control occurs that prevents the member from moving to the HOS within the time limit.

b. A time limit extension also may be authorized/approved through the Secretarial Process if it is in the Service's best interest, financially or otherwise, or substantially to the benefit of the member and not more costly or otherwise adverse to the Service.

c. Extensions may be authorized/approved only for the specific period of time the member anticipates is needed to complete the move.

d. If additional time is required, the member may request a further extension through the Secretarial Process.

e. An additional specific authorization time period may be authorized/approved through the Secretarial Process (B-126158, 21 April 1976).

f. The delays authorized under par. 5140-B3 must be incident to separation of the member from the Service (B-207157, 2 February 1983).

g. See par. 5000-B6 for restrictions to time limit extensions.

C. Recalled to Active Duty before Choosing a HOS

1. A member recalled to active duty before choosing and traveling to a HOS is authorized travel and transportation allowances for dependent travel to the member's HOS at the time of the last release from active duty under honorable conditions to resume the same or a different status.

2. The time limits in pars. 5140-A and 5140-B apply from the date of last release from active duty.

3. If the member dies after the last release, par. 5140-F applies.

D. Recalled to Active Duty after Choosing a HOS. A member recalled to active duty after choosing and traveling to a HOS is, upon release from active duty under honorable conditions to resume the same/different status, authorized dependent travel and transportation allowances to that HOS/PLEAD, whichever the member elects.

E. Member on TDRL Discharged or Retired

1. A member who is:

a. On the TDRL at the time of discharge with severance pay, or

b. Retired for any reason (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve),

is not authorized dependent travel and transportation allowances ICW discharge/retirement.

2. See par. 5140-A or 5140-B for authority ICW placement on the TDRL.

F. Member Dies after Retirement or Release

1. After Choosing a HOS. When a member in par. 5140-A dies after claiming personal travel allowances (under par. 5068) to a HOS and the dependent has not traveled to the HOS and the member has not shipped HHG there, the dependent is authorized travel and transportation allowances for travel to the member's HOS or to some other place selected by the dependent NTE the authorization for travel to the member's HOS from the place to which the dependent was last transported at Gov't expense.

2. Before Choosing a HOS. If a member, authorized to choose a HOS under par. 5140-A, dies before choosing a HOS or before submitting a claim for personal travel and transportation allowances to a HOS and the member has not shipped HHG there, the member's dependent is authorized travel and transportation allowances to a home of the dependent's selection at a place the member would have been authorized to select under par. 5068 from the place the dependent was last transported at Gov't expense.

3. Time Limitations. Time limitations are the same as in par. 5140-B.

G. Member Ordered to a Place to Await Disability Retirement

1. A member who has been found by a physical evaluation board unfit to perform the duties of the member's grade and who, for the Gov't's convenience, is ordered to a place to await a further order ICW disability retirement, is authorized dependent travel and transportation allowances to that place, in addition to any authorization for dependent travel and transportation allowances when retirement or another order later is issued.

2. Authorization upon final disposition of retirement proceedings is limited to the authorization for travel from the PDS at the time the member received the order directing the member to proceed in an awaiting-orders status to the point the member is authorized incident to retirement, release from active duty, etc., less any amount previously paid for dependent travel and transportation to the waiting point.

5142 PDS CHANGED TO A DEPENDENT RESTRICTED TOUR STATION, OR SEA DUTY CHANGED TO UNUSUALLY ARDUOUS SEA DUTY

A. General

1. When a member receives a PCS order to a PDS to which dependent travel is authorized and that PDS is:

a. Later changed to a dependent restricted PDS, or

b. Change in the designation of the duty aboard a ship, afloat staff, or afloat unit from sea duty to unusually arduous sea duty,

authority for dependent travel and transportation allowances to a designated place under par. 5116-A3 is as prescribed in par. 5142.

2. In this subpar. "appropriate POE" is the port used for sea travel, if there is one; otherwise it is the aerial POE.

B. Restriction/Change in Designation Imposed after an Order Is Received. When the restriction or change in designation is imposed after the date the member first receives the PCS order but before the dependent begins travel from the member's old PDS, the authority for dependent travel and transportation allowances is determined under par. 5116-A.

C. Restriction or Change in Designation Imposed after a Dependent Begins Travel

1. When the restriction or change in the designation is imposed after a dependent begins travel, circuitously or otherwise, on or after the date the member first receives the PCS order, dependent travel and transportation allowances are authorized from the old PDS to the place at which notification was received of the restriction or change in designation and from that place to a designated place authorized in par. 5142-A.

2. However, the authority in such cases cannot exceed that accruing from the old PDS to the appropriate:

a. POE serving the member's OCONUS PDS and from the POE to a place authorized in par. 5142-A in the case of a change to a dependent restricted tour, or

b. Home port of the ship and from the home port to a place authorized in par. 5142-A in the case of a change in designation of the duty of a ship.

D. Restriction/Change in Designation Imposed while the Dependent Is at a Designated Location. If the dependent is at a designated place authorized in par. 5142-A where they were located under a prior order on the date they received notification of the restriction/change in designation, no dependent travel and transportation allowances are authorized.

E. Restriction/Change in Designation Imposed after a Dependent Leaves the Designated Location

1. When the restriction/change in designation is imposed after the dependent begins travel from a designated place authorized in par. 5142-A, circuitously or otherwise, on/after the date the member first receives the PCS order, dependent travel and transportation allowances are authorized from that designated place to the place they receive notification of the restriction/change in designation and from that place to the previous or a new designated place.

2. The authority cannot exceed that from the designated place at which travel began to the CONUS home port or the appropriate POE serving the member's OCONUS PDS and from that home port or that POE to the designated place last chosen.

F. Restriction/Change in Designation Imposed while En Route from Old PDS or Home Port. When the restriction or change in designation is imposed after the dependent begins travel, but before the dependent arrives at or in the vicinity of the member's OCONUS PDS or home port, dependent travel and transportation allowances are authorized from the old PDS or home port where travel begins, to the place at which they receive notification of the restriction or change in designation and from that place to a:

1. Designated place in CONUS;

2. Temporary OCONUS location authorized/approved through the Secretarial Process; or

3. Designated place in a non-foreign OCONUS area if authorized/approved through the Secretarial Process.

G. Restriction/Change in Designation Imposed after the Dependent Arrives at Member's Duty Station

1. When the restriction/change in designation is:

a. Imposed after the dependent arrives at the member's OCONUS PDS/home port, or

b. Not known to the dependent until arrival at/in the vicinity of that PDS,

dependent travel and transportation allowances under par. 5142 are authorized to the same locations and under the same conditions as in par. 5142-F.

2. If dependent evacuation is necessary, par. 6025 applies.

H. Subsequent Authority

1. A member, otherwise authorized dependent travel and transportation allowances under par. 5074-A:

a. Whose duty station is again changed from one to which dependent transportation is not authorized or to one to which dependent transportation is authorized, or

b. The duty of a ship, afloat staff, or afloat unit to which assigned is changed from unusually arduous sea duty, or

c. Who is transferred to a station to which dependent transportation is authorized,

is authorized dependent travel and transportation allowances to the PDS/ship's home port, up to those for travel from the place they were transported under par. 5143 to the PDS/appropriate home port.

2. When the dependent is in CONUS, return transportation to the same/another OCONUS PDS or appropriate home port may be authorized only when at least 12 months remain in the member's OCONUS tour following the dependent's estimated date of arrival at the PDS/home port or on the date command sponsorship is granted, whichever is later.

3. If the member elects, the dependent may be retained at the place the dependent traveled under pars. 5142-A through 5142-G until further transportation is authorized.

4. A dependent may be retained at a temporary OCONUS location to which transported under pars. 5142-F and 6025 only when authorized/approved through the Secretarial Process.

5. Dependent travel when the member is not authorized travel and transportation allowances under par. 5076 is governed by par. 6025.

5144 DEPENDENT TRAVEL AND TRANSPORTATION INCIDENT TO AN ALERT NOTICE

A. General

1. A member of certain units is authorized dependent travel and transportation allowances, as though assigned to a dependent restricted tour, under par. 5116 (45 Comp. Gen. 208 (1965)).

2. This applies to a member whose unit has been officially alerted for movement to an OCONUS PDS (within 90 days after the alert notice) to which dependent transportation is not authorized.

3. This also applies to a member who is transferred or assigned by a PCS order to a unit so alerted.

B. Member Not Transferred to a Dependent Restricted OCONUS Tour after Alert Notice Announcement

1. When a dependent travels to a designated place under par. 5144-A, but the member is not transferred to the OCONUS PDS contemplated in the alert notice, dependent travel and transportation allowances are authorized from the designated place to the new PDS.

2. This also applies to return transportation to that PDS if the member is continued on permanent duty at the station where the alert notice was officially announced.

5146 DEPENDENT TRAVEL AND TRANSPORTATION INCIDENT TO TOUR EXTENSION

A. General. A member on a tour of less than the prescribed tour length at a PDS, who used dependent travel and transportation allowances upon assignment to that PDS, is authorized dependent travel and transportation allowances from the place the dependent is located to that PDS.

B. Limitations. Authority in this par. is limited:

1. Up to that from the old to the current PDS.

2. To the situation in which a member's tour is extended due to:

a. Unusual circumstances, and

b. The needs of the Service.

3. To the situation where a member did not move a dependent to that PDS initially because of the anticipated short time of assignment (B-208861, 10 November 1982).

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. A member (with dependent) stationed in CONUS, is authorized dependent PCS travel and transportation allowances, if the member:

1. Is sentenced by a court martial to:

a. Confinement for more than 30 days,

b. Receive a dishonorable/bad conduct discharge, or

c. Dismissal from a Uniformed Service, or

2. Receives an administrative discharge under other than honorable conditions.

B. Authority. Dependent travel and transportation allowances (including the payment of per diem under par. 5194) are authorized by a Service-designated authority who determines:

1. The authorized destination, and

2. That a reasonable relationship exists between the conditions/circumstances in the specific case and the authorized destination.

C. Travel Request. Travel may be requested by:

1. The member,

2. The member's spouse, or

3. Another dependent (if the member has no spouse, or the spouse is not available).

D. Travel Destination. The dependent destination must be a designated place, except that a foreign-born dependent may be returned to the dependent's native country. See 5096-G-NOTE.

E. Travel and Transportation Reimbursement Payment. Travel reimbursement may be paid to the:

1. Member, or

2. Dependent/ex-spouse, when the member authorizes payment to either of them (B-193430, 21 February 1979).

F. Travel Time Limit. Except when additional time is authorized/approved by the Secretarial Process (see par. 5000-B6), dependent travel must start within 180 days from the date:

1. The court martial is completed, or

2. Of administrative discharge.

5150 DEPENDENT TRAVEL AND TRANSPORTATION INCIDENT TO AN IPCOT

A. General

1. This par. covers authorized dependent travel and transportation allowances for a member stationed OCONUS who is selected to serve an IPCOT.

2. An IPCOT is not an extension; it is another full tour.

B. Unaccompanied to Accompanied Tour

1. Dependent travel and transportation at Gov't expense from a designated place to the current PDS the IPCOT is to be served if the dependent is command sponsored prior to travel to the current PDS at which the IPCOT is to be served.

2. A member who acquires a dependent after the PCS order effective date, but before entering an IPCOT, is authorized dependent travel and transportation allowances to the current PDS the IPCOT is to be served if the dependent is command sponsored prior to travel to the current PDS at which the IPCOT is to be served. Travel and transportation allowances in this case are from the place the dependent is located to the current PDS.

C. Accompanied to Unaccompanied Tour. The provisions of par. 5114-D apply.

D. Accompanied to Accompanied Tour

1. A member who acquires a dependent after the PCS order effective date, but before entering an IPCOT, is authorized dependent travel and transportation allowances to the current PDS the IPCOT is to be served if the dependent is command sponsored prior to travel to the current PDS the IPCOT is to be served.

2. Travel and transportation allowances in this case are from the place the dependent is located to the current PDS.

5151 DEPENDENT STUDENT TRAVEL

A. General A member permanently stationed OCONUS, who is authorized to have a dependent reside at/in the PDS vicinity or the home port of an OCONUS ship, and whose minor dependent attends a:

1. Dormitory school operated by the DoD or selected for the student by the cognizant DoDEA Regional Director, or

2. School in the U.S. to obtain a formal education that is accredited by a State, regional or nationally recognized accrediting agency/association recognized by SECDEF,

is authorized transportation of the minor dependent between such school and the place of residence.

B. Transportation

1. Authorized transportation is:

a. Transportation in kind,

b. Transportation reimbursement (par. 5074-B2), or

c. A MALT (par. 5074-B3).

2. Gov't owned/Gov't procured transportation on a space required basis should be used when possible.

3. See Ch 3 for official transportation.

C. Per Diem. Per diem is not authorized unless otherwise indicated.

D. Travel of a DoDEA Student With Disabilities for Diagnostic and Evaluation Purposes

1. Authorized Travel. Travel and transportation allowances (like those for a TDY employee including per diem) are authorized when travel is necessary because medical/educational authorities request:

a. A student diagnosis/evaluation under DoDI 1342.12 for tuition free DoDEA students with disabilities, and

b. One or both of the student's parents or guardians be present to participate in the diagnosis/evaluation or to escort the student.

2. Reimbursement

a. Parent/Guardian is a Member. Reimbursement is IAW TDY travel for a member in Ch 4.

b. Parent/Guardian is an Employee. Reimbursement is IAW TDY travel for an employee in Ch 4.

c. Parent/Guardian is Not Gov't Employed. Reimbursement is IAW TDY travel for an employee in Ch 4.

d. Student. Reimbursement is IAW TDY travel for an employee in Ch 4.

E. Dependent Student Transportation to a School in the U.S.

1. Definitions. The following definitions are specific to this subpar.

a. Formal education (37 USC §430(f)) is:

(1) A secondary education (e.g., attendance at a public or private school offering instruction at grade levels 9 to 12, or equivalent);

(2) An undergraduate college education;

(3) A graduate education pursued on a full time basis at an institution of higher education (see 20 USC §1001 for the meaning of "institution of higher learning"); and

(4) Vocational education pursued on a full-time basis at a postsecondary vocational institution (see 20 USC 1002(c) for the meaning of "postsecondary vocational institution"). Post-secondary education includes a full-time program at an accredited:

(a) University or college, including 2-year junior or community college, which offers academic courses leading to a degree, or

(b) Nursing, performing arts, technical, or vocational institution, leading to a degree, certification, or license.

The school must be accredited by an organization recognized by SECDEF.

b. Unmarried Dependent Child. An unmarried dependent child is a dependent child, as defined in App A, who is under age 23 and:

(1) Enrolled in a school in the U.S. to obtain a formal education and is physically attending that school or is participating in a foreign study program approved by that school and, as part of that program, is attending a school outside the U.S. for a period of not more than one year; or

(2) Graduates, quits or is separated from the school in the U.S., who travels within 30 days following separation from the school. An extension to this time period may be authorized/approved through the Secretarial Process, based on extenuating circumstances (e.g., dependent illness, inability to schedule travel during peak travel periods, etc.), and

(3) Meets the conditions in par. 5074.

2. Retained Travel and Transportation Authorization. A member who has a dependent student, who is separated from school in the U.S. and who has not previously traveled at Gov't expense to the member's OCONUS PDS, retains the authorization for dependent travel and transportation to the member's PDS.

3. Transportation Allowances

a. A member:

(1) Permanently stationed OCONUS; and

(2) Accompanied by a command sponsored dependent at/or in the member's PDS vicinity (or the home port of an OCONUS homeported ship) unless the only dependents are unmarried dependent children under age 23 attending school in the U.S. to obtain a formal education;

is authorized one annual round trip for each dependent student at any time within a fiscal year (1 Oct to 30 Sep) between the member's OCONUS PDS and the dependent student's school in the U.S.

b. For a dependent student who is attending a school outside the U.S. for not more than one year under a program approved by the school in the U.S. at which the dependent is enrolled, the member may be reimbursed for one annual round trip for the dependent student between the OCONUS school being attended by that student and the member's OCONUS PDS; however, reimbursement cannot exceed the transportation allowances for that dependent's annual round trip between the school in the U.S. and the

member's OCONUS PDS.

4. Lodging

a. Reimbursement for dependent lodging that is necessary due to an interruption in travel caused by extraordinary situations (e.g., mandatory layovers, unscheduled stops, physical incapacity, and similar circumstances) is authorized.

b. Reimbursement is determined using the per diem lodging ceiling applicable to the location of the circumstance.

c. If another entity (e.g., an airline) pays for the overnight lodging expense, no additional reimbursement is authorized (except for lodging expenses above that paid by the airline and within the per diem lodging ceiling for the expense location).

d. Lodging tax on the authorized payment is payable in a CONUS and non-foreign OCONUS location.

5. Travel Period Carry Over

a. Authorization for a portion of a round trip not taken during a fiscal year ordinarily does not carry over to a subsequent fiscal year.

b. A Service designated official may extend the fiscal year travel period for not more than 30 calendar days because of an unusual/emergency circumstance (e.g., an early or late holiday recess or school closing).

6. Limitations. Par. 5151-E does not apply to a member:

a. Assigned to a PDS/ship home ported in Alaska or Hawaii who has an unmarried dependent child attending a school in the PDS state;

b. Who has an unmarried dependent child attending a school in the U.S. to obtain a secondary education, if the:

(1) Child is eligible to attend a secondary school for dependents that is located at/or in the member's PDS vicinity and is operated under the Defense Dependents' Education Act of 1978 (20 USC §921); or

(2) Member is stationed in the Commonwealth of Puerto Rico or in Guam and the child is eligible to attend a DoD DDESS, formerly known as Section 6, secondary school, in the PDS/home port vicinity;

c. Assigned to a PDS/ship home ported in Alaska or Hawaii who has an unmarried dependent child attending a CONUS school to obtain a secondary education; or

d. Who has an unmarried dependent child attending a Service academy as a cadet/midshipman.

7. Travel to a Location other than the Member's OCONUS PDS/Home Port

a. Travel to a location other than the member's OCONUS PDS may be authorized if the member states, in writing to the AO, travel to the other location is so the student may join the family at that location.

b. Reimbursement is limited to what it would have cost the Gov't for transportation from the school to the member's OCONUS PDS/home port by the authorized transportation mode.

8. Transoceanic Travel

a. General. When AMC service is:

(1) Reasonably available, transoceanic travel must be on a space required basis by AMC unless air travel is medically inadvisable.

(2) Not reasonably available, Gov't procured air transportation (from a TMC) for the transoceanic travel portion is used.

b. Travel Performed at Personal Expense

(1) AMC Service Available. Reimbursement is not allowed for transoceanic travel at personal expense when AMC service is available, unless air travel is medically inadvisable.

(2) AMC Service Not Available. Reimbursement (limited to the amount the Gov't would have paid for TMC provided Gov't procured transportation) is allowed for transoceanic (and other air and rail) travel at personal expense when AMC service is unavailable.

c. Gov't Procured Transportation Not Available. Reimbursement is authorized for transportation NTE the policy constructed airfare (App A) over the direct route between the origin and destination.

d. Medical Travel Medically Inadvisable. Reimbursement is limited to the least costly TMC provided first class passenger accommodations on a commercial ship if air travel is medically inadvisable.

9. Travel

a. Overland travel should be by TMC provided Gov't procured transportation, or, if a TMC is not available at personal expense on a reimbursable basis.

b. TMC provided Gov't procured air transportation ordinarily is furnished for the portion of the travel within the U.S.

c. Whenever TMC provided Gov't procured transportation is available, but transportation is personally procured, mandatory policy has been violated but reimbursement is authorized for the transportation cost up to what it would have cost the Gov't for TMC provided Gov't procured transportation between authorized points.

d. When a POC is used, mileage (par. 2600) is authorized. The mileage amount paid cannot exceed the Gov't's cost had TMC provided Gov't procured transportation been used between authorized points.

e. For travel to and from carrier terminals, reimbursement is authorized IAW Ch 3, Part D, or par. 4780, as appropriate.

f. Ch 3, Part F applies to dependent student travel.

10. UB. UB of up to 350 lbs. may be transported ICW each authorized trip between the school and the member's PDS. The member is financially responsible for any overweight UB during educational travel.

11. Baggage Storage. During a student's annual trip between the school and the member's PDS, or during a different period in the same fiscal year selected by the member, a member may store the student's UB (NTE 350 lbs.) in the school vicinity in lieu of transporting the UB. The Service concerned may pay, or a member may be reimbursed for, the storage cost NTE the cost of round trip UB transportation.

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. This par. applies to a dependent (without regard to command sponsorship (B-158661, 22 December 1966)) whose sponsor is on active duty and who is officially reported as dead, injured, ill, or absent for a period of more than 29 days in a missing status (37 USC §484), or who dies while entitled to basic pay (37 USC §476(f)).

B. Definitions

1. Dependent. See App A. When a member, entitled to basic pay, dies while on OCONUS duty, "dependent" includes an unmarried child who was transported at Gov't expense to that member's PDS, incident to the member's assignment, and became age 21 while the member was serving at that PDS (see par. 5088-B).

2. Transportation. "Transportation," as in this par., includes transportation in kind or reimbursement under par. 5074-B2, and/or MALT under par. 5154-A.

C. Limitations

1. Destination. Travel at Gov't expense may not be authorized/approved under this subpar. unless a reasonable relationship exists between the dependent's circumstances and the requested destination, as determined by the Service Concerned.

2. Dependent Travel when Member Officially Reported as Injured, Ill, or Absent for More than 29 Days in a Missing Status (37 USC §484)

a. General. Authority ends for dependent travel and transportation allowances if the dependent does not begin travel to the final home within 1 year after the date of the official status report.

b. Exception. Travel at a later date may:

(1) Be authorized/approved through the Secretarial Process IAW 37 USC §484.

(2) Not be authorized/approved for escort travel for the dependent in par. 5152-F.

c. Delayed Travel. Gov't funded travel and transportation allowances are not authorized when travel is delayed and is not performed until after receipt of official notice that the member has returned to an active status.

d. Per Diem. Per diem is not payable ICW dependent transportation authorized in this subpar.

3. Dependent Travel and Transportation when Member Officially Reported as Dead (37 USC §476)

a. Death Occurs On/After 6 January 2006. If a member on active duty dies on/after 6 January 2006, the dependent has 3 years, beginning on the member's date of death to choose a HOS. Example: Member died on 10 January 2006. Family had until 9 January 2009 (3 years) to make a HOS.

b. Per Diem. Per diem (see par. 5094) is authorized for a dependent authorized transportation in this par., ICW the death of a member entitled to basic pay (37 USC §476(f)).

D. When Authorized

1. General

a. A dependent may be furnished transportation to a member's HOR or to another location as authorized/approved by the official designated by the Secretarial Process when the dependent receives official notice that the member is:

(1) Dead; or

(2) Injured and/or ill and the anticipated period of hospitalization or treatment is expected to be prolonged as shown by a statement of the commanding officer at the receiving hospital; or

(3) Absent for a period of more than 29 days in a missing status.

b. When a dependent is residing OCONUS at the time the member on permanent duty OCONUS dies, the dependent may be transported to an interim location (within the limitation imposed in par. 5152-C2) to reside pending a decision by the dependent as to what location to exercise the authority to a final move at Gov't expense. That final move must be exercised within the time limit in par. 5152-C3.

2. Additional Moves

a. Status Change. A dependent moved under this par. may again be moved under this par. when official notice is received that the member's status has changed from one to another of those listed in par. 5152-D1.

b. No Status Change Member Reported as Missing for more than 1 Year. A dependent moved under this par. may be moved again under this par. when the member has been reported officially as absent for a period of more than 1 year in a missing status and the Secretarial Process determines that the circumstances justify an additional move.

3. Termination of Casualty Status. When the member's casualty status is terminated, authority for dependent travel and transportation allowances under par. 5074 is determined IAW this Part.

E. Administrative Instructions. Each Service must issue regulations/instructions necessary for the judicious administration of the authority in this par.

F. Dependent Escort Travel (10 USC §1036)

1. See Ch 7, Part D, for escort travel accompanying an eligible dependent under this par., when it is determined by the AO/Commanding Officer that:

a. Dependent travel is necessary; and

b. The dependent is incapable of traveling alone because of age, mental or physical incapacity, or other extraordinary circumstances IAW Service regulations.

2. Roundtrip travel and transportation allowances may be paid to any person for travel performed, or to be performed, under a competent order as an escort for the member's dependent, if the travel is performed not later than one year after the member:

a. Dies,

b. Is missing, or

c. Otherwise unable to accompany the dependents.

3. Travel and transportation allowances extension beyond the stated time limit is not authorized regardless of the circumstances.

4. Travel and transportation allowances may be paid in advance IAW Service regulations.

5153 TRAVEL AND TRANSPORTATION FOR A DEPENDENT RELOCATING FOR PERSONAL SAFETY

A. General

1. The member's spouse or the parent/court appointed guardian of a dependent child may request relocation for personal safety and may be authorized travel and transportation under this par. if the Service designated official determines that:

a. The member has committed a dependent abuse offense against a member's dependent;

b. A safety plan and counseling have been provided to the dependent;

c. The dependent's safety is at risk; and

d. Dependent relocation is advisable.

2. Dependent(s) relocation must be in the best interest of the:

a. Member/member's dependent(s), and

b. U.S. Gov't.

B. Definitions

1. Dependent Child. For this par., the following is a member's dependent:

a. Dependent/acquired dependent as defined in App A; and

b. A member's unmarried child who was transported to the member's PDS at Gov't expense and who, by reason of age or graduation from (or cessation of enrollment in) an institution of higher education, would otherwise cease to be the member's dependent while the member was serving at that station.

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

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

D. Authority

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

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

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

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

E. Reimbursement. IAW 37 USC §476(h)(4)(A), all monetary payments, except DLA (which is not authorized for dependents moving for personal safety.) are paid directly to the dependent instead of to the member.

CHAPTER 5: PERMANENT DUTY TRAVEL

PART A: MEMBERS ONLY

SECTION 4: POC USE ON PERMANENT DUTY TRAVEL

5154 POC USE

A. Use of One or Two POCs

1. A traveler, authorized dependent travel and transportation allowances under par. 5074, is authorized MALT (par. 2605-B) when travel is performed.

2. When a traveler and dependent(s) relocate on a PCS move, reimbursement is authorized for two POCs, if used, and car ferry fees for each POC.

3. Except when using more than 2 POCs (par. 5154-B) the MALT rate authorized for dependent travel is for the use of one or two POCs.

4. The traveler may be reimbursed for use of two POCs, by dependents, only if the traveler travels by other than POC.

5. The traveler is not reimbursed automatically for three POCs to allow the traveler to use one and the dependents to use two.

6. MALT payment does not affect transportation-in-kind or common carrier use for dependents who did not travel by POC..

B. Use of More than Two POCs

1. General. Reimbursement for the use of more than two POCs, within the same household for PDT, may be authorized/approved, through the Secretarial Process.

2. Examples of When More than Two POCs Are Routinely Authorized/Approved

a. There are more family members (i.e., traveler and dependent(s)) than reasonably can be transported, together with luggage, in two POCs;

b. Because of age or physical condition, a family member needs special accommodations in one POC and second and third POCs are required for the other family members;

c. A traveler must report to the new PDS before the dependents for acceptable reasons (e.g., school term completion, property sale, personal business affairs settlement, HHG and personal effects disposal and/or shipment, or non-availability of adequate housing at the new PDS) and there are more family members than reasonably can be transported, together with luggage, in one POC;

d. Dependents perform unaccompanied travel:

(1) Between authorized points other than those for the traveler's travel (e.g., travel to a designated place or to the new PDS when the traveler has TDY en route); or

(2) To the new PDS in advance of the traveler's reporting date for acceptable reasons (e.g., to enroll dependents in school at the beginning of the term)

and there are more family members than reasonably can be transported, together with luggage, in one POC.

e. Special circumstances not included in this subpar. exist as determined through the Secretarial Process, (e.g., travel over the ALCAN Highway, where extra spare tires, parts and tools must be carried.

f. Possession of more than 2 POCs with more than 2 licensed drivers in the family does not constitute a special circumstance. Example: A traveler, spouse and 2 teenage drivers with 4 POCs does not constitute a special circumstance and reimbursement for more than 2 POCs is not authorized based solely on these facts.

3. MALT

a. When reimbursement for the use of more than two POCs is authorized/approved, MALT applies for each POC.

b. If the same POC is used for more than one trip, MALT applies for each trip.

c. The standard MALT rate applies for each one way official distance between the old and new PDSs.

d. Example: The traveler drives the spouse and three children on the first trip and receives MALT for the one way official distance. Then the traveler makes a second trip in which the traveler and one of the already transported children return to transport two remaining children. The traveler is paid MALT for the one way official distance between the old and new PDSs on the second trip).

4. Documentation. Documentation is IAW Service regulations.

5156 MONETARY ALLOWANCE IN LIEU OF TRANSPORTATION (MALT)

A. General. MALT (par. 2605) is determined by the official distance for the PDT.

B. Authorized Traveler(s)

1. An authorized traveler is a member, a civilian employee, and/or a dependent traveling IAW a PCS order and whose transportation is reimbursed ICW a PCS order.

2. If more than one member/civilian employee travels as an authorized traveler in the same POC, only the authorized traveler incurring expenses is authorized MALT for the official distance.

3. The traveler who is authorized MALT is also authorized reimbursable expenses.

4. Examples

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

b. Example 2: Three unrelated travelers, each on a PCS order, travel together in one POC between two PDS locations. The traveler receiving MALT for the official distance is reimbursed for all reimbursable expenses.

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

C. Reimbursable Expenses

1. Reimbursement of parking fees, ferry fares, road, bridge, and tunnel tolls is authorized for the direct route

between the official points involved.
2. Only the traveler receiving MALT may claim reimbursement for these expenses (i.e., duplicate payments for the same expenses are not permitted).

3. Charges for repairs, depreciation, replacements, grease, oil, antifreeze, towage and similar expenses are not reimbursable expenses ICW POC use on official travel.

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

5158 POC USE TO AND FROM TRANSPORTATION TERMINAL OR PDS

A. General. When a POC is driven round trip to drop off and/or pick up a traveler at a transportation terminal, the traveler paying POC operating expenses is:

1. Paid TDY mileage for the round trip(s) distance, and

2. Reimbursed parking fees, ferry fares, road, bridge and/or tunnel tolls,

for the most direct route.

B. Traveler Driven to the Transportation Terminal. If a family member drives the traveler to and/or from the transportation terminal, it is presumed that the traveler incurs the expense.

5160 PARKING, TOLLS AND OTHER COSTS

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

5162 TRANSOCEANIC TRAVEL BY POC

A. General

1. When transoceanic travel ordinarily would be involved, but POC is authorized by the AO as being to the Gov't 's advantage, and is used by the traveler for the entire distance between duty stations, reimbursement is on a MALT Plus basis for the traveler/dependent(s) for the official distance involved.

2. Reimbursement is authorized even though it exceeds that authorized for the transportation modes in par. 5018-C1.

B. Transoceanic Travel by Privately Owned Boat

1. When the traveler travels by a privately owned boat, constructed or actual reimbursement (fuel, oil, and docking fees)is authorized NTE the airfare (based on the policy constructed airfare (see App A)) which includes the non-capacity controlled city pair airfare.

2. Capacity controlled city pair airfares are never used for cost construction.

3. Per diem and travel time are based on the air travel time (59 Comp. Gen. 737 (1980)).

C. Travel Partly by POC and Partly by Common Carrier. When POC travel has been authorized as prescribed in par. 5162-A, but actual travel is performed between the old and new PDSs by mixed modes, reimbursement is prescribed in par. 5016.

5163 TRAVEL BY OCEANGOING CAR FERRY

A. General**.** When a car ferry is used, a traveler/dependent traveling by POC partly by road and partly by car ferry (circuitously/indirectly or otherwise), is authorized the allowances in this Part.

B. Transportation

1. Vehicle. Only a passenger automobile, station wagon, light truck, or other similar vehicle used primarily for personal transportation, regardless of size, may be authorized.

2. MALT. MALT is authorized for the official distance from the old PDS to the car ferry POE and from the car ferry POD to the new PDS.

3. Transportation Cost. The cost of a vehicle transported on a car ferry with the traveler/dependent(s) is a reimbursable transportation expense and does not constitute POV transportation.

4. More Than One Car Ferry. If more than one car ferry is used, MALT is payable for overland travel between ferries.

C. Ferry Fees

1. Authorized Transportation. The traveler is authorized:

a. Gov't procured ferry transportation; or

b. Reimbursement for personal transportation costs on the car ferry, including any part attributed to POC movement (55 Comp. Gen. 1072 (1976)), NTE the Gov't procured ferry transportation cost.

2. Use of More than Two POCs**.** When reimbursement for the use of more than two POCs is authorized/ approved, MALT and car ferry fees apply for each POC.

3. Same POC Used for More than One Trip. If the same POC is used for more than one trip, the MALT and car ferry fees apply for each trip.

D. Per Diem

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

2. Travel Includes an Overnight on a Car Ferry Anywhere in the World

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

b. Debarkation Day

(1) The per diem rate for the traveler's new PDS if travel ends on that day, or

(2) For the departure day (debarkation) from the ferry, the rate is the member's/dependent's location at 2400 on that day (par. 5164-C). The traveler is authorized MALT Plus per diem beginning the day after the departure day (debarkation) from the ferry if travel by POC continues on the day after the departure day (debarkation) from the ferry (see par. 5164).

3. Travel Does Not Include an Overnight on a Car Ferry. If the ferry passage does not include an overnight, uninterrupted MALT Plus is the applicable M&IE while on the ferry (see par. 5164).

4. Dependent Per Diem (PCS Travel). The percentages, in par. 5094-B apply when computing a dependent's per diem.

E. Foreign Flag Ferry Use

1. Required Documentation. See par. 3525-F for required documentation if a U.S. flag ferry is not available.

2. Unauthorized Foreign Flag Ferry Use. There is no transportation reimbursement, for any leg of a trip, when an unauthorized/unapproved foreign flag ferry is used. If a U.S. flag ferry is available for an entire trip and the traveler uses a foreign flag ferry for any part of the trip, the transportation cost on the foreign flag ferry is not payable (41 CFR §301-10.181).

F. Excess Cost Collection**.** Collection of excess transportation costs, incurred by the Gov't, does not apply to POV transportation aboard an oceangoing car ferry.

5164 MALT PLUS FOR POC TRAVEL

A. General

1. PCS travel by POC is to the Gov'ts advantage (except for transoceanic travel).

2. A traveler traveling by POC is authorized 'MALT Plus'.

3. MALT (par. 2605) is paid on a "per mile" basis for the official distance of each portion of the ordered travel.

4. The 'Plus' (per diem) portion is paid on a whole day calendar basis for the allowable travel time.

5. Lodging-Plus computed per diem/AEA (Ch 4, Part B or C) may not be paid for the same day as MALT- Plus per diem.

B. Per Diem/AEA. Per diem/AEA is authorized for any necessary overnight delay or processing time at a transportation terminal or personnel processing center except when prohibited by par. 5066-A3 or 5068-A3.

C. Lodging-Plus

1. Lodging-Plus computed per diem is paid on any day that 'MALT Plus' and a Lodging-Plus computed per diem are potentially payable (e.g., mixed transportation modes used on the same day, or when arriving by POC and remaining overnight near a transportation terminal).

2. MALT is authorized in addition to Lodging-Plus computed per diem.

5166 POC TRAVEL PROHIBITED

A. General

1. Each Service may issue regulations under which AOs may prohibit a member from using a POC when traveling as an individual.

2. This is not the same as members traveling together under an order directing no/ limited reimbursement.

B. Authorization. A PCS order prohibiting POC transportation is without effect if there are no Service regulations authorizing it.

C. Transportation Mode Directed. If the transportation mode is directed see:

1. Par. 5020 when an order states that POC travel is prohibited, or specifically directs a particular transportation mode, and

2. See par. 3220 for additional information on directed transportation mode.

CHAPTER 5: PERMANENT DUTY TRAVEL

PART A: 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 (see App A;

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. 5648-A 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 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 is not 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, 5102-B8, and 5310;

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, 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 an OCONUS tour is for less than 12 months or less than 12 months remain in an OCONUS tour after the scheduled HHG arrival date at the PDS, except when:

a. Granted through the Secretarial Process if the HHG shipping time uses a portion of the 12 months at the OCONUS PDS;

b. Reassigned OCONUS before the prescribed OCONUS tour is completed due to base closure or similar action IAW par. 5296-K;

c. A member is attending a course of instruction (including foreign service schools) for 20 or more weeks IAW par. 5286-A; and/or

d. The Secretarial Process authorizes a reduced administrative HHG weight transportation NTE 10% of the member's full HHG weight allowance on an individual basis when Gov't furnishings or Qtrs are not available at the PDS for PCS travel. See APP W, par. H; and DoDI 1315.18 (Encl. 5, par. 5e). More cost effective options such as excess accompanied baggage must be considered first. The authorization for the reduced administrative HHG weight allowance must be authorized in writing prior to the official travel; 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-I1.

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, 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

Order Type And JTR References	HHG Authorized Locations And Weight Allowance (Footnote Explanations Follow Summary)
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. 5292-C.	5, 6, 9, 13, 18 (reference for restrictions), 22 (only from designated place/location to processing if HOS is same location)
18. Ordered on PCS to a PDS in the 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. See 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

Order Type And JTR References	HHG Authorized Locations And Weight Allowance (Footnote Explanations Follow Summary)
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
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	9, 13 (or place selected by dependents NTE member's

Order Type And JTR References	HHG Authorized Locations And Weight Allowance (Footnote Explanations Follow Summary)
selecting a home but before HHG transportation. See par. 5318-K1.	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 honorable conditions. See par. 5298-B.	9, 11, 15
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 cost 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 cost 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 cost 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)

Order Type And JTR References	HHG Authorized Locations And Weight Allowance (Footnote Explanations Follow Summary)
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: 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 1 & 3	With Dependents 2	Without Dependents
Officer Personnel		
0-10 to 0-6	18,000	18,000
0-5/W-5	17,500	16,000
0-4/W-4	17,000	14,000
0-3/W-3	14,500	13,000
0-2/W-2	13,500	12,500
0-1/W-1/Service Academy Graduates	12,000	10,000
Enlisted Personnel		
E-9	15,000[4]	13,000[4]
E-8	14,000	12,000
E-7	13,000	11,000
E-6	11,000	8,000
E-5	9,000	7,000
E-4	8,000	7,000
E-3 to E-1	8,000	5,000
Aviation Cadets	8,000	7,000
Service Academy Cadets/Midshipmen		350

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

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

a. The death(s) of all of the member's dependent(s), or

b. A divorce that leaves the member with no dependent(s) eligible to travel at Gov't expense,

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

[3] A 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 an employee, the member's administrative weight allowance is based on the higher PCS HHG weight allowance. See par. 5648-A for the 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. The Secretarial Process may authorize individual exceptions to increase the administrative weight allowance limitation when the current weight is insufficient. The combined weights of HHG in NTS plus transported HHG must not exceed the weight allowance in par. 5200.

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. Consecutive Overseas Tour (COT). A member assigned to a COT from an unrestricted weight location to an administrative weight limitation location may request a weight increase. Secretarial Process review must ensure the HHG transportation does not result in extra cost to Gov't. For example, NTS of HHG at origin or an authorized designated Gov't storage facility is generally more cost efficient than an increased HHG weight transportation to the administrative weight location.

4. Extended Tour. The member extends a tour for one year or longer within the same weight limitation location.

5. Acquired Dependent. Upon departure from an administrative weight limitation location if additional furnishings were acquired through marriage after the member was assigned to the weight limitation location. NOTE: A member who acquires a dependent, after the PCS order effective date to an administrative weight limitation location, is not authorized transportation for the acquired dependent's HHG (or an increase in weight allowance) to that OCONUS PDS.; or

6. Undue Hardship. Circumstances exist that would cause undue hardship if the administrative weight limit was enforced per the Service determination.

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 DETERMINATION

A. 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 Transportation

1. 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 CHARGES

A. 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.

4. All transportation costs are used when determining excess costs, including storage (NTS/SIT), accessorials, and any other costs that the Gov't paid to move the HHG.

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 A 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-C 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 A 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 TO 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.

CHAPTER 5: PERMANENT DUTY TRAVEL

PART A: MEMBERS ONLY

SECTION 5: HHG

SUBSECTION c: TRANSPORTATION

5208 FACTORS AFFECTING HHG TRANSPORTATION

A. Combining Weight Allowances when Member Married to Member

1. Weight allowances in par. 5200 may be combined for HHG transportation and/or NTS incident to the transfer of both under a PCS order between PDSs at which joint residences within commuting distances of the PDSs were/are to be maintained.

2. For a move involving either member or both members as a retiree/separatee, the weights may be combined if the move is to a joint residence:

a. In the new PDS vicinity of the member remaining on active duty from which that member is to commute to the new PDS, or

b. Being established by both retirees/separatees at the HOS/HOR (limited by the lesser authorization.)

3. See par. 5316-F if one member/spouse dies.

B. Improper Transportation. HHG, including those transported under pars. 5278, 5316, and 5276 improperly transported or otherwise unavoidably misdirected through no fault of the member, may be transported to the proper destination.

C. Items of Extraordinary Value

1. These items may be transported by an expedited mode which provides satisfactory service at the least cost to the Gov't, and may not be counted as UB.

2. Examples of items of extraordinary value are:

a. Articles of gold and other precious metals;

b. Jewels;

c. Valuable art;

d. Rare and costly collections; and

e. Items of substantial value ordinarily worn or carried (cameras and accessories, binoculars, jewelry, including costume jewelry) that are prone to being stolen.

3. Items that are irreplaceable or have extreme financial and/or sentimental value are not given special security even though extra-value insurance may be purchased.

4. The net weight of such shipments is charged against the member's weight allowance.

D. HHG and Mobile Home Allowances

1. General. Except as indicated in pars. 5404-B, 5420-B and 5208-D, HHG transportation is not authorized for a member who elects mobile home allowances.

2. PCS between PDSs in CONUS or Alaska and PDSs OCONUS or Alaska

a. Dependents Authorized Concurrent Travel or Concurrent Travel Delay Anticipated to Be for Less Than 20 Weeks from a Member's Port Reporting Month. When concurrent dependent travel is authorized or is to be authorized within 20 weeks and dependent travel cannot be performed by all the dependents, a member is authorized:

(1) UB and other HHG transportation to the OCONUS PDS, and

(2) Mobile home allowances to a designated place in CONUS/Alaska under par. 5404-B2, provided the dependent(s) not traveling to the PDS are to use the mobile home as a residence during the member's OCONUS tour.

b. Concurrent Travel of Dependents Denied or Delay Anticipated to Be for 20 or more Weeks from Member's Port Reporting Month

(1) When a member is assigned to OCONUS duty, concurrent travel of dependents is not authorized and mobile home allowances are elected to a designated place in CONUS/Alaska, the member is authorized UB and other HHG transportation to the OCONUS PDS within the cost limitations in par. 5404-E.

(2) If the dependents later are authorized to travel to the OCONUS PDS at Gov'texpense, the member may transport HHG from the designated place to the OCONUS PDS within the cost limitations in par. 5404-F.

c. Return to CONUS or Alaska

(1) Authorized Transportation. A member stationed OCONUS/outside Alaska who is returned to CONUS/Alaska under a PCS order and who elects mobile home allowances within CONUS/Alaska, is also authorized HHG and UB transportation from the OCONUS/Alaska PDS to the new PDS, HOR or PLEAD, or HOS (as applicable) under par. 5404-F.

(2) Transportation Not Authorized. The member is not authorized HHG or UB transportation if electing mobile home allowances between a PDS in Alaska and a PDS in CONUS, unless the HHG were removed from the mobile home to meet safety requirements.

3. Unusual/Emergency Circumstances

a. Authorized Transportation. A member stationed OCONUS/Alaska:

(1) Whose dependents are returned to CONUS/Alaska under Ch 5, Part A3c or A3d; and

(2) Who elects mobile home allowances within or between CONUS/Alaska under pars. 5420-A and 5424;

Is also authorized HHG and UB transportation from the OCONUS/Alaska PDS to the designated place, except for HHG removed from the mobile home to meet safety requirements.

b. Transportation Not Authorized. A member:

(1) Whose dependents are returned from Alaska to CONUS under par. 5102, and

(2) Who elects mobile home allowances from Alaska to CONUS,

is not authorized HHG or UB transportation, except for HHG removed from the mobile home to meet safety requirements.

4. Mobile Home Delivery Not Completed

a. General. When mobile home delivery at the authorized destination is precluded by circumstances beyond the member's control, HHG transportation is authorized in pars. 5208-D4b and 5208-D4c.

b. Mobile Home Transported by Gov't-Procured Transportation

(1) When a Gov't-procured transporter fails to deliver a mobile home at destination, HHG transportation is authorized.

(2) The total HHG transportation cost may not exceed what would have been payable under par. 5406-C, if the mobile home had been delivered at the destination, less any cost to the Gov't for mobile home transportation to the breakdown point.

c. Mobile Home Transported by Member

(1) When a member/personally-procured commercial transporter fails to complete the delivery of a mobile home, at destination, HHG transportation is authorized.

(2) The total HHG transportation cost may not exceed what would have been payable under par. 5406-C, if the mobile home had been transported by Gov't-procured transportation to the authorized destination, less the amount of mobile home allowances payable under par. 5406-B for mobile home transportation to the point of breakdown.

5. HHG Removed from a Mobile Home to Meet Safety Requirements.

a. HHG, that must be removed from a mobile home to meet safety requirements, may be transported at Gov't expense.

b. HHG transportation cost must be deducted from the total cost of what it would have cost the Gov't to transport the member's maximum authorized HHG weight to determine the member's cost limit on mobile home transportation under par. 5404.

E. HHG Transportation before an Order Is Issued

1. General. Except as in par. 5208-E2, HHG transportation (before a PCS order is issued) is authorized if the request for transportation is supported by a:

a. Statement from the AO/designated representative that the member was advised before such an order was issued that it would be issued;

b. Applicant-signed written agreement to pay any additional costs incurred for transportation to another point required because the new PDS named in the order is different than that named in a statement in par. 5208-E1a; and

c. Written applicant-signed agreement to pay the entire transportation cost (if a PCS order is not later issued to authorize the transportation).

d. The length of time before the PCS order is issued, during which a member may be advised that an order

is to be issued, may not exceed the relatively short period between the time when a determination is made to order the member to make a PCS and the date on which the order is actually issued.

e. General information furnished to the member concerning order issuance before the determination is made to actually issue the order (such as time of eventual release from active duty, time of service term expiration, eligibility date for retirement, expected rotation date from OCONUS duty) is not advice that the order is to be issued (52 Comp. Gen. 769 (1973));

2. A Member Assigned to a Ship Preparing to Enter Overhaul

a. HHG transportation before a PCS order is issued is authorized for a member assigned to a ship that has been scheduled for an overhaul, provided the AO/designated representative provides a statement that the ship's home port is to be changed incident to the overhaul.

b. This statement may be issued when there is less than 90 days between the specific overhaul site determination time and the actual ship's departure to such site.

c. If the scheduled ship overhaul is canceled, par. 5208-J above applies (59 Comp. Gen. 509 (1980)).

F. Time Limitation.

1. General. Unless otherwise prescribed in the JTR, a member's HHG transportation authority may be used any time while the order remains in effect and prior to receipt of another PCS order, as long as the HHG transportation is incident to the member's PCS rather than for personal reasons (45 Comp. Gen. 589 (1966); B-183436, 22 July 1975).

2. Example: A member is ordered PCS from Location A to Location B. When an order from Location B to Location C is received, the member can no longer ship from Location A to Location B using the order from Location A to Location B (as there can be no intent to establish a permanent residence at Location B since the member is under an order to Location C). However, the member can ship from Location A to Location C (par. 5172-D) and/or from Location B to Location C.

G. Alcoholic Beverage Transportation. Alcoholic beverages transportation as HHG must conform to 27 USC §122 that states:

Sec. 122. - Shipments into States for possession or sale in violation of State law. The shipment or transportation, in any manner or by any means whatsoever, of any spirituous, vinous, malted, fermented, or other intoxicating liquor of any kind from one State, Territory, or District of the U.S., or place noncontiguous to but subject to the jurisdiction thereof, into any other State, Territory, or District of the U.S., or place noncontiguous to but subject to the jurisdiction thereof, or from any foreign country into any State, Territory, or District of the U.S., or place noncontiguous to but subject to the jurisdiction thereof, which said spirituous, vinous, malted, fermented, or other intoxicating liquor is intended, by any person interested therein, to be received, possessed, sold, or in any manner used, either in the original package or otherwise, in violation of any law of such State, Territory, or District of the U.S., or place noncontiguous to but subject to the jurisdiction thereof, is prohibited.

H. Firearm Transportation. Transportation of firearms as HHG for an Armed Services' member must conform to 18 USC §922(g) (6) (8) and (9). DoD Services, see DoDI 6400.06, Domestic Abuse Involving DoD Military and Certain Affiliated Personnel for additional information. Non-DoD personnel should see Service issuances.

I. Impact of Order Effective Date

1. The authority for HHG transportation accrues and becomes fixed on the PCS order effective date.

2. Except as authorized in par. 5306 for a member reduced in grade, the weight allowance is based on the grade held on the order effective date authorizing the HHG transportation.

J. Order Amended, Modified, Canceled, or Revoked. HHG transported after a PCS order is received must be transported to the proper destination at Gov't expense if the order is later amended, modified, canceled or revoked.

5210 TRANSPORTATION METHODS

A. HHG. HHG transportation is authorized by the transportation mode that provides the required services satisfactorily at the least cost to the Gov't.

B. UB and/or PBP&E

1. UB (App A) and/or PBP&E (App A) transportation is authorized by an expedited transportation mode when necessary to enable the member to carry out assigned duties and/or to prevent undue hardship to the member and/or dependents.

2. When the expedited transportation mode is commercial air, a maximum of 1,000 lbs. (net), including PBP&E may be transported.

3. Total UB NTE 2,000 lbs., including up to 1,000 lbs. (net) by an expedited transportation mode, may be transported at Gov't expense if authorized IAW Service regulations.

4. Example: Member's HHG weight allowance in par. 5200 is 14,000 lbs. (net). The Service/OCONUS PDS imposes an admin weight limit – which is either 2,500 lbs. (net) or 25% of 14,000 lbs. (net) – 3,500 lbs. (net), whichever is greater. In this case, the admin weight allowance is 3,500 lbs. (net). The member opts to transport 300 lbs. of UB along with 500 lbs. as PBP&E by an expedited mode. This falls within the 1,000 lbs. (net) total for the expedited transportation weight limit so it may be transported by an expedited mode. The remaining 3,200 lbs. (net) of HHG of the administrative weight limit (including up to 1,700 lbs. (net) of additional UB and any additional PBP&E) may be transported to the OCONUS PDS but not by an expedited transportation mode.

C. Gov't Procured Transportation. Ordinarily, HHG transportation is arranged through TO and the Gov't assumes responsibility for HHG transportation IAW par. 5210-A.

D. Personally Procured Transportation and NTS

1. General

a. An eligible member (i.e., a member or next of kin in the case of a member's death) may personally arrange for HHG transportation and/or NTS.

b. A member (or next of kin, when appropriate) who personally arranges for HHG transportation (i.e., personally moves the HHG, or arranges directly for the HHG to be moved) is entirely responsible for all issues related to:

(1) The Status of Force Agreement (SOFA),

(2) Use of U.S. carriers,

(3) Import/export processes,

(4) Tariffs,

(5) Customs, and

(6) VISA (Voluntary Inter-modal Sealift Agreement) ship carriers when available, if Service regulations requires their use. .

c. If a third party (e.g., a new employer) pays for the HHG transportation, no reimbursement is authorized.

2. Claims. Transportation cost claims should be prepared and submitted IAW Service regulations (par. 1015-C).

3. Maximum Weight Allowance. The Gov't's cost limit is based on the member's maximum HHG weight allowance (i.e., if the member transports HHG in excess of the authorized weight allowance, all payments are based on the authorized weight allowance.) IAW par. 5200.

4. Gov't-procured HHG Transportation and/or NTS Not Available

a. A member, who personally arranges for transportation/NTS, is authorized actual cost reimbursement when a shipping/TO:

(1) Is not available, or

(2) Instructs the member, in writing, to transport HHG or place them in NTS at personal expense.

b. Transportation of HHG is in App A and NTS is in par. Ch 5, Part A5d.

c. The direct hire or rental cost of a conveyance (with or without operator) and/or hire of a conveyance operator is included in the actual cost.

d. The special routing and services in par. 5206-K are not included in the actual cost.

5. Gov't-procured Transportation and/or NTS Available. A member who arranges for transportation or NTS is authorized:

a. Actual Reimbursement. Actual cost reimbursement NTE the Gov't's constructed 'Best Value' transportation and/or NTS cost for the actual HHG weight transported NTE the member's maximum HHG weight (par. 5210-D9). Payment of accessorial charges may be authorized/approved when charges would have been authorized during a Gov't-arranged move and all applicable tariff approval rules have been met., or

b. Monetary Allowance. Payment of a monetary allowance equal to 95% of the Gov't's constructed 'Best Value' cost for the actual HHG weight transported NTE the member's maximum HHG weight. Authorized GCC calculation factors are in par. 5210-D9. For details on how 'Best Value' costs are determined see the USTRANSCOM website.

c. Small Package Service Arrangements. Actual cost reimbursement for small package service arrangements NTE the Gov't's constructed transportation cost for the actual HHG weight transported, IAW par. 5210-D9.

d. SIT. SIT IAW par. 5236, for actual cost reimbursement NTE the Gov't's constructed storage cost for the actual HHG weight stored.

6. Establishing HHG Weight

a. General

(1) The HHG net weight ordinarily is established with certified weight certificate(s) from a public weigh master or Gov't scales.

(2) The net weight or the member's authorized weight allowance, whichever is less, is used to determine the constructed cost.

b. Weight Certificates Are Unobtainable

(1) Through the Secretarial Process, use of constructed weight may be authorized/approved if the HHG net weight cannot be established with certified weight certificates because:

(a) A public scale or a Gov't scale was not available; or

(b) If HHG had been moved commercially, the carrier or contractor would have been paid for the move on a basis other than weight.

(2) Use the constructed weights in par. 5204-E.

(3) The eligible shipper may be requested to substantiate the reasonableness of the constructed weight claimed.

(4) If the constructed weight is unreasonable, the Service may base reimbursement on a reasonable weight.

7. Final Settlement

a. Final settlement for reimbursement of actual expenses requires submission of certified weight certificate(s) or an acceptable constructed HHG weight.

b. When Gov't-procured transportation and/or NTS is available, the Gov't must never incur expenses for the HHG movement in excess of 100% of the Gov't's projected cost to transport the HHG commercially.

c. Any excess is the member's financial responsibility.

8. DTOD. The DTOD used for HHG transportation must be used for personally arranged moves (using shortest distance). See par. 2650 for DTOD requirements.

9. Gov't's (Transportation) Constructed Cost (GCC)

a. General. For the Armed Forces and NOAA, the GCC is determined by using the 'Best Value' methodology for the channel and the actual HHG weight NTE the member's authorized maximum HHG weight as follows:

(1) Domestic Shipments. For domestic shipments (within CONUS, between CONUS and Alaska, and within Alaska), the GCC includes the following 'Best Value' charges: line haul, packing, and unpacking, line haul factor charges at origin and destination, and short haul charges (applicable only for shipments moving 800 miles or less).

(2) International Shipments. For international shipments (including to/from Hawaii and to/from U.S. territories and possessions), the GCC includes the Best Value "Surface" Single Factor Rate (SFR).

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

c. Accessorial Charges. Payment of accessorial charges may only be authorized/approved when charges would have been authorized during a Gov't-arranged move and all applicable tariff approval rules have been met. For details on how 'Best Value' costs are determined refer to the USTRANSCOM website.

10. USPHS GCC. For USPHS:

a. The GCC in CONUS is determined by using the lowest applicable tariff rate plus the applicable packing allowance rate times the actual HHG weight NTE the member's authorized maximum HHG weight or other

method selected by USPHS.

b. Cost to/from between OCONUS locations are constructed using the single factor rate or other method selected by USPHS.

E. Split Shipment

1. A member may transport HHG by Gov't-procured and/or personally procured transportation as long as the combined HHG shipments do not exceed the:

a. Member's authorized HHG weight allowance, and

b. Gov't's 'Best Value' cost to transport the member's maximum PCS weight allowance in one lot between authorized places (except under par. 5210-D4).

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

CHAPTER 5: PERMANENT DUTY TRAVEL

PART A: 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-C 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.

D. Separation from Service and Retirement. When the Secretarial Process has authorized an extension of the time limitation for separation and retirement travel IAW pars. 5066-D and 5068-B, the member may withdraw NTS HHG from the Gov't authorized storage facility to continued storage at a local commercial storage facility if within the old PDS local area, all at personal expense. The member retains HHG transportation allowance to the HOR or HOS selected location at the Gov't expense. The below criteria must be met and acknowledged in the member's written request for the Secretarial Process consideration.

1. The member is financially responsible for the cost of picking up the HHG and delivering them to a local commercial storage and all excess cost associated with the second HHG pick-up from the commercial storage facility such as assessorial charges, excess weight, pick-up, repacking and inventory of the HHG items.

2. Damage and loss associated with the relocation of NTS HHG to the commercial storage facility and while stored there at personal expense are the member's responsibility, which the Gov't is not liable for under the Personnel Claims Act.

3. The member must certify that the member owned the HHGs on the HOR or HOS order effective date. For example, a single member who acquired a dependent after the effective order date is limited to the without dependent weight allowance (par. 5200). The dependent HHGs are not authorized for Gov't transportation.

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 lb. limit imposed by 37 USC §476 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

Situation	Storage Termination
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.

Situation	Storage Termination
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 intermediate station as applicable.	7. Ninety days after the member's reporting not later than date, or the specific reporting date shown in the next subsequent PCS order, or at the OCONUS PDS or the PDS to which HHG transportation is prohibited or 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.

Situation	Storage Termination
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.
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.

CHAPTER 5: PERMANENT DUTY TRAVEL

PART A: MEMBERS ONLY

SECTION 5: HHG

SUBSECTION e: STORAGE IN TRANSIT (SIT)

5236 GENERAL

A. Scope. SIT:

1. Is part of HHG transportation.

2. Is cumulative and may accrue at any combination of origin, transit, and destination.

3. May be authorized/approved for the nearest available storage facility.

B. Limitations. SIT is not authorized for:

1. Short distance moves (par. 5248); or

2. HHG transportation on TDY, except as authorized in pars. 4565, 5284, and 5320-E.

C. Member Financial Responsibility. Except as in pars. 5252, 5254, and 5256, the member is financially responsible for all SIT costs when HHG placed in SIT under a PCS order are not transported under that order.

5238 SIT TIME PERIOD RESTRICTIONS

A. General. The actual SIT time period restrictions must be enforced, regardless of commercial billing practices.

B. Starting Date. SIT cannot begin before the date the HHG are released to a transportation service provider (TSP), or the Gov't for transportation.

5240 FIRST 90 DAYS OF SIT

A. General. A member is authorized 90 days' SIT for authorized HHG transportation.

B. Member's Financial Responsibility. If HHG are not removed from SIT before the first 90-day period expiration, storage charges accruing thereafter are the member's financial responsibility unless additional SIT is authorized/approved IAW pars. 5242 and 5244-A.

C. Order Changed. See pars. 5254 and 5256 If the Gov't amends, modifies, cancels or revokes the order or issues another PCS order while the HHG are in SIT.

5242 SECOND 90 DAYS OF SIT

A. General. When, because of conditions beyond the member's control, the HHG in SIT at Gov't expense cannot be withdrawn during the first 90 days, a Service-designated official may authorize/approve SIT for not more than an additional 90 days.

B. Authorization/Approval Request. A statement of all the facts from the member must accompany an authorization/approval request for such additional SIT.

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

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 civilian housing,

5. Awaiting completion of residence under construction,

6. Acts of God,

7. Impending assignment to Gov't/Gov't-controlled Qtrs or privatized housing, or

8. Other circumstances beyond the member's control.

5244 ADDITIONAL SIT

A. Member on TDY/Deployed for more than 90 Days or for an Indefinite Period while HHG are in SIT

1. General. When, because of conditions beyond the member's control, the HHG in SIT at Gov't expense cannot be withdrawn during the time limit in pars. 5240 and 5242, a Service-designated official may authorize/approve additional SIT.

2. Restrictions. The authority to extend the SIT time limit after the first 180 days applies only to a member:

a. TDY, or

b. Deployed for a period in excess of 90 days, or for an indefinite period.

B. Circumstances beyond the Member's Control

1. General. The Secretarial Process may authorize/approve SIT beyond the 180-day time limitation when, for reasons deemed appropriate by the Service concerned which are beyond the member's control, the member is unable to take possession of the HHG within the 180-day time limitation.

2. Example. Additional SIT may be authorized/approved when assignment to Gov't Qtrs or privatized-housing is scheduled for a specific date after the 180-day limit.

3. Member Elects to Have a Home Built. Additional SIT may not be authorized/approved when a member elects to have a home built while other housing is available.

4. Member's Housing too Small to Accommodate HHG. Additional SIT must not be authorized/approved when a member elects to occupy private sector housing too small to accommodate all of the member's HHG.

5246 HHG PARTIAL LOT WITHDRAWAL AND DELIVERY FROM SIT

A. Authorization/Approval. A Service-designated official may authorize/approve:

1. One HHG partial lot withdrawal and delivery, from SIT; and

2. A second HHG partial lot withdrawal and delivery when, for reasons beyond the member's control, unforeseen circumstances arise after the first withdrawal (e.g., a further delay in the projected Qtrs availability date) that would result in hardship to the member/dependents if additional HHG are not withdrawn.

B. Additional HHG Partial Lot Withdrawals. A member is authorized additional (beyond two) HHG partial lot withdrawals and deliveries from SIT, but is financially responsible to the Gov't for costs, in excess of the Gov't's cost, had withdrawal and delivery been made in one (or two, if the second partial lot withdrawal is authorized/approved) lot(s).

5248 SHORT DISTANCE MOVES

A. Intra-city Move

1. General. SIT is not authorized for an intra-city HHG move (i.e., a short distance HHG move within the PDS limits).

2. Example. A member is ordered PCS from Bolling AFB, D.C., to San Diego, CA, and chooses to leave family in the local area. The member's HHG are moved from Bolling AFB to another residence in D.C. This is an intra-city move (both Bolling AFB and new residence in D.C. - same PDS limits) and SIT is not authorized.

B. Inter-city Move

1. General

a. SIT may be authorized for a short distance inter-city move incident to a PCS (see par. 5260).

b. An inter-city move is between residences in a metropolitan area.

c. Both residences (as opposed to PDSs) may not be within the same PDS.

d. SIT is limited to special circumstances and must be authorized/approved by the Secretarial Process IAW par. 5260-C.

2. Example. A member is ordered PCS from Bolling AFB, D.C., to San Diego, CA, and chooses to leave family in the local area. The member's HHG are moved from Bolling AFB, D.C., to Alexandria, VA. This is an inter-city move (Alexandria, VA, is outside the D.C. limits) and the Secretarial Process may authorize SIT.

C. Non-PCS Short Distance Move

1. General. SIT is not authorized for a non-PCS short distance move (e.g., a move to and from Gov't Qtrs).

2. Example. A member is reassigned between activities in the Pentagon. The member currently resides in Reston, VA, but the member's new position requires the member to live on Ft. Myer, in Arlington, VA. Even though the member is moving from one area to another (Reston in Fairfax County, VA, to Ft Myer, Arlington, VA) the member is not authorized SIT because there is no PCS involved (regardless of what the order may call the transfer).

5250 SIT FOR HHG TRANSPORTED FROM NTS

A. Authorized Transportation. Unless otherwise prohibited in the JTR, a member whose HHG are in NTS is authorized SIT at any combination of:

1. Origin (place of NTS),

2. Transit, or

3. Destination,

ICW transportation from NTS.

B. Time Limitation. The time limits in par. 5238 start on the day following NTS authorization termination.

5252 SIT CONVERTED TO NTS

A. General. SIT, at origin, may be converted to NTS:

1. In whole or in part, and

2. At Gov't expense.

B. Authorization/Approval

1. SIT converted to NTS must be authorized/approved by the Service concerned.

2. The member must be authorized, under an order, to transportation or NTS. .

C. Subsequent Transportation. Unless otherwise provided in this Part, transportation of HHG converted from SIT to NTS is not authorized until another PCS order is issued.

5254 NEW PCS ORDER RECEIVED AFTER MEMBER ARRIVES AT NEW PDS

A. General. A member,

1. Who receives another PCS order after arrival at a new PDS, and

2. Whose HHG are in SIT at the time the order is received,

is authorized continued SIT until the new PCS order effective date , regardless of the time limit in par. 5238.

B. Subsequent Storage. Subsequent storage authorization is determined under the new PCS order.

5256 ORDER AMENDED, MODIFIED, CANCELED OR REVOKED

A. Order Amended or Modified

1. General. A member, under a PCS order that is amended/modified before the member arrives at the new PDS, but after the HHG are released for transportation/storage to:

a. A carrier,

b. A contractor, or

c. The Gov't,

is authorized the type of storage authorized under the original PCS order until the amended/modified order effective date.

2. Subsequent Authorization. Subsequent storage authorization is determined under the amended order.

B. Order Canceled or Revoked

1. General. A member, under a PCS order that is canceled/revoked after the HHG are released for transportation or storage to:

a. A transportation service provider (TSP), or

b. The Gov't,

is authorized the storage type authorized under the original PCS order until the cancellation/revocation date.

2. Subsequent Authorization. The member is subsequently authorized SIT ICW return HHG transportation/delivery to an authorized place.

CHAPTER 5: PERMANENT DUTY TRAVEL

PART A: MEMBERS ONLY

SECTION 5: HHG

SUBSECTION f: LOCAL MOVES

5258 GENERAL

Necessary short distance HHG moves (either intra-city or inter-city) within prescribed weight allowances (unless otherwise noted in this section) are authorized within the same city, town, or metropolitan area upon:

1. Reassignment or PCS (par. 5260),
2. Moving to/from Gov't Qtrs or privatized housing (par. 5262),
3. Vacating local economy housing under certain circumstances (par. 5264-A),
4. Involuntary tour extension (par. 5264-B),
5. Separation (par. 5320-F and par. 5260-E),
6. Retirement (pars. 5318-G and 5260-E), or
7. Death of the midshipman/cadet owner (par. 5304).
8. Foreclosure on rental housing while under a lease (par. 5264-C).

5260 SHORT DISTANCE MOVE INCIDENT TO REASSIGNMENT OR PCS

A. General. There are two types of short distance moves incident to PCS (pars. 5260-C, 5260-D and 5260-E):

1. Intra-City Move. A move within the PDS limits, and
2. Inter-City Move. A move in the metropolitan area.

B. Reassignment between Activities at the Same PDS (NOT A PCS)

1. A short distance HHG move is authorized for a reassignment between activities at the same PDS if the Secretarial Process (for DOD not more junior than the gaining activity/ship commander (O-5 or above) or civilian equivalent employee) certifies that the member's household relocation is:

   a. Mission essential,

   b. In the Gov't's best interest, and

   c. Not primarily for the member's convenience.

2. The short distance HHG move must be to a residence from which the member will commute daily.

3. Service regulations may require certification for a short distance HHG move to, from, and between designated location(s) to which dependent travel is authorized under par. 5116-B. Otherwise certification is not required for these short distance HHG moves.

4. Par. 5260 does not apply to retirement/separation from the Service.

C. PCS between PDSs Located in Proximity

1. A PCS short distance HHG move is authorized for a PCS between two PDSs in proximity to each other if the Secretarial Process (for DoD not more junior than the gaining activity/ship commander (O-5 or above) or civilian employee equivalent) certifies that the member's household relocation is:

a. Mission essential,

b. In the Gov't's best interest, and

c. Not primarily for the member's convenience.

2. Permanent duty stations are in proximity to each other if:

a. Both are in an area ordinarily serviced by the same local public transit system, or

b. A member could commute daily from home to either PDS.

3. The short distance HHG move must be to a residence from which the member will commute daily.

D. PCS between PDSs Not in Proximity to Each Other. A short distance HHG move between two places in proximity to each other is authorized when a member is ordered to make a PCS between PDSs not in proximity to each other.

E. Separation from the Service or Retirement

1. A short distance HHG move between residences or from NTS in an area to a residence within the same city, town (intra-city), or metropolitan area (inter-city) is authorized when a member is:

a. Separated from the Service or relieved from active duty IAW par. 5320, or

b. Retired, placed on the TDRL, discharged with severance pay, or involuntarily released to inactive duty with readjustment pay IAW par. 5318.

2. This short distance move is the final HHG transportation authorized by par. 5320 or 5318.

5262 SHORT DISTANCE MOVE AND NTS INCIDENT TO GOV'T/GOV'T CONTROLLED QTRS OR PRIVATIZED HOUSING ASSIGNMENT/TERMINATION

A. Application. This par. applies worldwide to every member, except incident to:

1. Separation/relief from active duty under honorable conditions, or

2. Retirement from the Service.

B. Weight Limit. Neither the weight allowance in par. 5200 nor the 18,000 lb. limit imposed by 37 USC §476 applies to this par. except in par. 5262-D.

C. NTS. See par. 5222 for NTS incident to Gov't /Gov't controlled Qtrs or privatized housing occupancy.

D. Short Distance Moves. See pars. 5320-F and 5318-G, respectively, for short distance moves when the member is required to vacate Gov't /Gov't controlled Qtrs or privatized housing incident to separation from the Service or relief from active duty under honorable conditions and incident to retirement. The prescribed weight allowances in par. 5200 apply.

E. Moving to/from Gov't Qtrs

1. A member is authorized a short distance HHG move (between Gov't Qtrs and the residence from which the member is to/did commute on a daily basis to the PDS) for moves directed by competent authority on the basis of a Service requirement such as:

a. Assignment to Gov't Qtrs to use idle housing,

b. Vacating Gov't Qtrs (e.g., authorization/order, unfit for occupancy, some unusual Service operational requirement), or

c. Reassignment to Gov't Qtrs when the conditions in par. 5262-E1b have been rectified/alleviated.

2. The short distance move may be made from/to a point more distant than the residence from which the member did, or is to, commute on a daily basis to the PDS if the member accepts financial responsibility to the Gov't for all excess costs.

3. A short distance HHG move, incident to moving to/from Gov't Qtrs, is not authorized to accommodate a member's personal problems, convenience, or morale.

F Moving from Gov't Controlled Qtrs

1. When a member, occupying Qtrs under a Service's jurisdiction (other than Gov't Qtrs), is directed by competent authority to vacate the Qtrs:

a. Because they are unfit for occupancy, or

b. To meet an unusual Service operational requirement,

the member is authorized a short distance HHG move to another local residence from which the member is to commute on a daily basis to the PDS.

2. If vacating the Qtrs is for a temporary period, the member is authorized a combination of a:

a. Short distance move and/or NTS under par. 5222-C, and

b. Return short distance move from the temporary residence and/or NTS.

G. Moving to/from Privatized Housing

1. A member is authorized a short distance HHG move (between privatized housing and the residence from which the member is to/did, commute on a daily basis to the PDS) for moves directed by competent authority on the basis of a Service requirement such as:

a. Assignment to privatized housing to use idle housing,

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

c. Reassignment to privatized housing when the conditions in par. 5262-G1b have been rectified/alleviated.

2. The short distance move may be made from/to a point more distant than the residence from which the member did/is to, commute on a daily basis to the PDS if the member accepts financial responsibility to the Gov't for all excess costs.

3. A short distance HHG move, incident to moving to/from privatized housing, is not authorized to accommodate a member's personal problems, convenience, or morale.

5264 SHORT DISTANCE MOVE AND NTS INCIDENT TO VACATING LOCAL ECONOMY QTRS

A. Member Directed by Competent Authority to Vacate Local Economy Qtrs

1. A member is authorized a short distance HHG move, at Gov't expense, from local economy Qtrs to other local economy Qtrs (e.g., rental guarantee) from which the member is to commute daily to the PDS, with no weight limitation based on grade, when ordered to vacate the Qtrs for the Gov't's convenience.

2. Example: When the member is directed by competent authority to vacate local economy Qtrs because the commander has:

a. Determined the member's residence does not meet Service health/sanitation standards, or

b. Placed the housing area/complex off limits.

3. Except as noted in par. 5264-B, when a member moves from local economy Qtrs as a result of a landlord's refusal to renew a lease or otherwise permit continued occupancy, the move is for the member's convenience, absent military necessity/requirement (52 Comp. Gen. 293 (1972)).

4. For NTS, see par. 5222-E1.

B. Member Vacates Local Economy Qtrs Incident to Involuntary Tour Extension.

1. A member is authorized a short distance HHG move to a residence on the local economy from which the member is to commute daily to the PDS, with no weight limitation based on grade, when the tour of duty at a PDS is involuntarily extended and the member is required for reasons beyond the member's control, such as refusal of landlord to renew the lease agreement, to change residences on the local economy (51 Comp. Gen. 17 (1971) and 59 id. 626 (1980)).

2. When the member relocates during the extended tour, a short distance move is authorized:

a. To other local economy Qtrs,

b. From NTS to Gov't or economy Qtrs. (For NTS, see par. 5222-E2.)

C. Armed Forces Member Vacates Private Sector Housing Incident to Foreclosure Action against the Landlord

1. An Armed Forces member/dependent(s) who relocate, from leased/rented private housing due to a foreclosure action against the landlord is authorized a short distance HHG move.

2. This provision does not apply if a member and/or dependent is the homeowner.

3. The HHG move authority is to another dwelling from which the member is to commute daily to the PDS (or at a location at which the dependent resides).

4. The PCS HHG weight limitations in par. 5200 apply.

5. Before this authority is used, a member is encouraged to exhaust remedies available under the Service members Civil Relief Act (50 USC, App 531) and state law.

CHAPTER 5: PERMANENT DUTY TRAVEL

PART A: MEMBERS ONLY

SECTION 5: HHG

SUBSECTION g: PROFESSIONAL BOOKS, PAPERS, AND EQUIPMENT (PBP&E)

5266 DEFINITION

See App A for the definition of PBP&E.

5268 AUTHORIZATION

A. General. A member is authorized PBP&E transportation IAW Agency/Service regulations, when the member certifies the PBP&E as necessary for official duty at the next PDS (including HOR or HOS upon leaving the Service) and the Service agrees.

B. Weight Limit

1. Limitation. PBP&E weight may not exceed 2,000 lbs. net weight. This limitation is not subject to waiver and is effective1 May 2014.

2. Exception

a. A member may exceed the 2,000 lbs. net weight limit when returning from OCONUS or executing a COT, if orders OCONUS were issued prior to 1 May 2014.

b. HHG with PBP&E in excess of 2,000 lbs. must have been originally shipped at Gov't expense to the OCONUS location.

c. The obligation to return HHG with PBP&E is limited to the amount of HHG with PBP&E the Gov't initially authorized to be shipped OCONUS.

d. The member may ship the same amount of PBP&E as originally shipped OCONUS, even though the amount exceeds 2,000 lbs.

e. Once the member's HHG are returned to CONUS, there is no authorization or waiver authority to exceed the 2,000 lb. limit on a subsequent order.

C. Additional Weight Allowance. The Secretarial Process may authorize a PBP&E weight allowance NTE 500 lbs., that belongs to the member's spouse on a PCS move.

5270 TRANSPORTATION

A. General. PBP&E is transported in the same manner as HHG, including incident to separation, relief from active duty or retirement, but is not charged against the authorized weight allowances in par. 5200 or UB limit in par. 5210-B.

B. Item No Longer Qualifies as PBP&E. An item that no longer qualifies as PBP&E (including incident to separation, relief from active duty or retirement):

1. May be transported or placed in NTS incident to the next PCS as PBP&E if it is still HHG, and

2. Continues as HHG, if otherwise qualified.

5272 DOCUMENTATION

A. General. PBP&E must be:

1. Declared at origin, and

2. Documented IAW Agency/Service transportation procedures.

B. HHG Weight Allowance. HHG not declared and/or documented as PBP&E prior to the HHG transportation or not PBP&E for that move is part of the HHG counted against the HHG weight allowance except as in par. 5270-B for the move following the transition of the HHG from PBP&E to ordinary HHG.

CHAPTER 5: PERMANENT DUTY TRAVEL

PART A: MEMBERS ONLY

SECTION 5: HHG

SUBSECTION h: CONSUMABLE GOODS

5274 CONSUMABLE GOODS

A. General

1. A member, assigned to an OCONUS PDS designated in App F, is authorized transportation of consumable goods in addition to the authorized HHG weight allowance.

2. The consumable goods must be for the member's and/or dependents' personal use.

3. Consumable goods are transported like HHG, with the same authorized originating location (e.g., old PDS).

4. In unusual circumstances (e.g., PCS from another OCONUS PDS designated in App F) the Secretarial Process may authorize an alternate shipping origin for consumable goods.

B. Additional Information on Consumable Goods. See App F for:

1. OCONUS locations and their consumable goods weight allowances,

2. Procedures for adding a location to locations having a consumable goods allowance, and

3. More specific regulations on the shipment of consumable goods.

CHAPTER 5: PERMANENT DUTY TRAVEL

PART A: MEMBERS ONLY

SECTION 5: HHG

SUBSECTION i: EARLY RETURN OF DEPENDENT(S) (ERD)

5276 HHG TRANSPORTATION ICW ERD

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

1. General

a. An order authorizing dependent transportation from a foreign/non-foreign OCONUS area for official reasons in par. 5098, also may authorize:

(1) HHG transportation within the authorized weight allowance in par. 5200, or

(2) The administrative weight limitation established by the Service concerned, IAW par. 5202.

b. HHG may be transported from any location and/or from NTS to the designated place.

c. NTS or continued NTS (par. 5216) is authorized.

2. Dependent Return to the Member's OCONUS PDS

a. When a member is authorized dependent transportation to the member's OCONUS PDS under par. 5100-B, and when in the Gov't's best interest, HHG transportation may be authorized to the member's OCONUS PDS NTE the cost from the place the HHG were previously transported under par. 5276-A.

b. At least 12 months must remain in the member's tour at the OCONUS PDS on the day the HHG are scheduled to arrive at that PDS.

c. Exceptions may be granted, through the Secretarial Process, when the HHG shipping time uses a portion of the 12 months at the OCONUS PDS.

3. Authority on the Next PCS Order.

a. Authority for HHG transportation for a dependent(s) under par. 5276-A is in addition to, and has no effect on, the authority for HHG transportation on the member's next PCS (40 Comp. Gen. 554 (1961)).

b. A member is authorized to transport up to, but not more than, the full HHG weight allowance under such an order. For example, a member returns dependents early and 8,000 lbs. of HHG to a designated place. Upon subsequent PCS the member has a weight allowance of 11,000 lbs. The combined weight of HHG transported from the designated place, NTS, and OCONUS PDS to the new PDS may not exceed 11,000 lbs.

B. National Interest

1. An order authorizing dependent transportation under par. 5100 also may authorize HHG transportation within prescribed weight allowances. This applies whether the HHG are OCONUS or in NTS.

2. Transportation is authorized between the same places authorized in pars. 5276-A and 5276-C.

C. From OCONUS due to Personal Situations

1. General

a. An order authorizing dependent transportation under pars. 5102 and 5104 also may authorize HHG transportation within the weight allowances in par. 5200, or the administrative weight limitation established by the Service concerned IAW par. 5202.

b. The HHG may be transported from any location and/or from NTS to a designated place or, when granted through the Secretarial Process, to a destination in the dependent's native country if the dependent spouse is foreign born.

c. The member is also authorized NTS or continued NTS under par. 5216. Otherwise, an order may be issued providing for early return of HHG transportation only if authorized/approved under par. 5276-C3 or 5276-C4.

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

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

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

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

3. Death of a Dependent(s) in OCONUS Areas. After the death of a dependent(s), authorized to reside in an OCONUS area, a member is authorized NTS of HHG located in the OCONUS area under par. 5232-D15, NTE the prescribed weight limit.

4. Dependent(s) Currently at Appropriate Destination – an Order Is Not Issued. A dependent(s) who traveled to an appropriate destination IAW par. 5102 without an order, may be authorized HHG transportation provided an order is later issued approving dependent transportation under the conditions in par. 5102, and confirming HHG transportation. Such an order must be supported by the member's commanding officer's determination that:

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

b. The dependent travel meets the conditions in par. 5102, except that a travel order for transportation was not issued;

c. The OCONUS status of a dependent(s) as command sponsored remains unchanged (not applicable for a member's former dependent(s) whose transportation could have been authorized under par. 5104); and

d. It is in the Gov't's best interest to issue an order approving dependent transportation to an appropriate destination under par. 5102.

5. Transportation of a Former Family Member Incident to Divorce/Annulment.

a. The official authorizing transportation of a former family member under par. 5104 may also authorize HHG transportation subject to the same conditions, circumstances, and terminal points in par. 5104 for personal travel.

b. HHG must be turned over to a TO or carrier for transportation within 1 year:

(1) After the final decree of divorce/annulment effective date, or

(2) Within 6 months after the date the member completes personal travel from the OCONUS PDS incident to a PCS,

whichever occurs first.

c. An extension of the 6 month time limit may be authorized/approved the same as for dependent travel in par. 5104-A.

d. If the 6 month time limit is extended, the HHG must be turned over to a TO or carrier for transportation within 1 year after the:

(1) Final decree of divorce/annulment effective date; or

(2) Date the member completes personal travel from the OCONUS PDS incident to a PCS,

whichever occurs first

6. Dependent Return Authorized to OCONUS Areas

a. Custody Agreement Change or Other Legal Arrangements

(1) When a member is authorized dependent return transportation to the same/subsequent OCONUS PDS under par. 5104-H1, , return HHG transportation may be authorized through the Secretarial Process, NTE the cost from the place they were previously transported under par. 5276-C.

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

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

(1) HHG transportation is authorized to the member's OCONUS PDS, but costs may not exceed the cost from the place HHG were previously transported under par. 5276-C6b to the member's PDS, when a dependent(s) is returned to the member's OCONUS PDS at:

(a) Gov’t expense under par. 5102-C, or

(b) Personal expense and the dependent(s) is subsequently command sponsored.

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

7. Authority on the Next PCS Order

a. Authority for HHG transportation for a dependent and a former family member under par. 5276 is in addition to, and has no effect on, the authority for HHG transportation based on dependency status and grade on the member's next PCS order effective date (40 Comp. Gen. 554 (1961)).

b. A member is authorized to transport up to, but not more than, the full HHG weight allowance under such an order.

c. Examples

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

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

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

a. When an order authorizes dependent transportation under pars. 5102-B8a through 5102-B8h), HHG transportation may be authorized NTE the Gov't cost from the member's last /former OCONUS PDS or the place to which last transported at Gov't expense, to the member's HOR or PLEAD, the designated place, or, when granted through the Secretarial Process, to a destination in the foreign born dependent's native country. The official authorizing the transportation determines the destination to which transportation is authorized and ensures that a reasonable relationship exists between that destination and the conditions and circumstances.

b. When an order authorizes dependent transportation under par. 5102-B8i, HHG transportation may not exceed the cost from the member's last or former OCONUS PDS to the HOR or PLEAD.

c. NTS may not be authorized.

9. Authority Following Confinement without Discharge

a. If a member's HHG are transported under par. 5276-C8, and following confinement the member returns to duty at a new PDS, the member is authorized HHG transportation from any location at which the HHG are located to the new PDS, NTE the cost from the member's HOR or PLEAD to the new PDS, based on the grade held on that PCS order effective date to the new PDS.

b. If the member's HHG were not transported under par. 5276-C8, HHG transportation is authorized from the location to which last transported at Gov't expense to the member's new PDS, based on the grade held on that PCS order effective date to the new PDS.

CHAPTER 5: PERMANENT DUTY TRAVEL

PART A: MEMBERS ONLY

SECTION 5: HHG

SUBSECTION j: HHG TRANSPORTATION UNDER SPECIAL CIRCUMSTANCES

5278 GENERAL

A. Authority. Authority for HHG transportation under this section may be contingent on dependents' transportation (see Ch 5, Part A3d) unless otherwise provided for in this Section.

B. Dependent Transportation. When dependent transportation is involved, an order authorizing dependent transportation may also authorize HHG transportation and should cite the specific par. authority under which the transportation is authorized.

C. Travel Order. A travel order providing for HHG transportation/consumable goods transportation must cite the specific par. authority under which the transportation is authorized.

D. Evacuation. For HHG transportation incident to an evacuation, see Ch 6.

E. Administration. The following are guidelines for administering HHG transportation authority:

1. The AO must determine if the authority to authorize/approve requests for HHG transportation is exercised through the Secretarial Process.

2. HHG transportation authorized ICW dependents' transportation in advance of the member's PCS and under par. 5296-C2 precludes further HHG transportation during the member's current OCONUS tour, except as in par. 6035.

3. When a non-command-sponsored dependent is in an OCONUS area, HHG transportation cannot be authorized except when the AO determines, for that specific case, that the unusual/emergency circumstances of the particular case justify the expenditure of Gov't funds for this purpose.

5280 ENTRANCE INTO THE SERVICE

A. Initial Reporting. A commissioned, reinstated or warrant officer appointed/reappointed in a regular service, and a person enlisted from civil life or an RC is authorized HHG transportation from the HOR or PLEAD to the first PDS IAW par. 5280-B.

B. A Member Who Reenters the Service within 1 Year of Discharge/Release from Active Duty. A member, who re-enters any Uniformed Service within 1 year from the date of discharge/separation under honorable conditions, is authorized HHG transportation to the new PDS from any combination of the following places:

1. HOR/PLEAD;

2. The last or any previous PDS;

3. An authorized storage place; or

4. Any place to which HHG were transported at Gov't expense.

5282 CALLED/ORDERED TO ACTIVE DUTY

A. Called/Ordered to Active Duty for Training of 140 or More Days at One Duty Station. An RC member called/ordered to active duty for training of 140 or more days at one duty station under conditions other than those in par. 5282-B is authorized HHG transportation from HOR, or the PLEAD, to the first or any subsequent PDS.

B. Called/Ordered to Active Duty for Training for Fewer Than 140 Days at One Duty Station. An AO may authorize the TDY HHG weight allowance from HOR/PLEAD to the first and/or any subsequent duty station for an RC member called/ordered to active duty under the following conditions:

1. Initial active duty for training for 180 days or less,

2. Active duty for training for fewer than 140 days, or

3. Active duty for training for 140 or more days with fewer than 140 days at any one location, or

4. Active duty for training of 140 or more days and the Secretary has prescribed TDY allowances IAW par. 2240-B.

HHG transportation under par. 5282 is subject to the same limitations and requirements as in par. 4505.

C. Called/Ordered to Active Duty (for other than training) for More than 180 days at One Duty Station. An RC member called/ordered to active duty for other than training for more than 180 days at one duty station under conditions other than those in par. 5282-D is authorized PCS HHG transportation from HOR, or the PLEAD, to the first or any subsequent PDS.

D. Called/Ordered to Active Duty (for other than training) for 180 or Fewer Days at One Duty Station

1. An RC member called/ordered to active duty for other than training for a period of 180 or fewer days at one duty station under the following conditions may be authorized HHG transportation within the TDY weight allowance from HOR or the PLEAD, to the first or any subsequent duty station:

a. Active duty for other than training for 180 or fewer days,

b. Active duty for other than training for more than 180 days with 180 or fewer days at any one location, or

c. Active duty for other than training of more than 180 days and the Secretary has prescribed TDY allowances IAW par. 7355-F2b(2).

2. HHG transportation under par. 5282-D is subject to the same limitations and requirements as in par. 4505.

E. Recalled to Active Duty. A member released from active duty, authorized HHG transportation to a HOS as in par. 5318-A and recalled to active duty, is authorized HHG transportation from the:

1. HOS, or

2. PLEAD, if recalled after selecting a home, or

3. Place to which such HHG were last transported at Gov't expense (including place of NTS) in any event.

F. Commissioned or Appointed from the Ranks to Officer Status. For each officer commissioned/appointed from the ranks (including An OCS graduate), HHG transportation is authorized from the home and/or the last PDS to the new PDS, including the place at which the member is commissioned/appointed if such place is, in fact, the member's first PDS as a commissioned/warrant officer.

G. Commissioned from Service Academies

1. A member of a graduating class of a Service academy commissioned as an officer is authorized HHG transportation from the:

a. Academy to the officer's HOR,

b. Academy to the first PDS, and

c. Officer's HOR to the first PDS.

2. HHG transported from the academy to the HOR cannot then be transported from the HOR to the first PDS using the order under which they were shipped to the HOR (par. 5174).

5284 PCS WITH TDY EN ROUTE, PCS WHILE ON TDY, OR PCS FOLLOWING TDY PENDING FURTHER ASSIGNMENT

A. PCS with TDY En Route or while on TDY.

1. A member, ordered to make a PCS:

a. With TDY en route, or

b. Without return to the old PDS, while on TDY,

is authorized HHG transportation to the new PDS.

2. The member may elect HHG transportation up to the TDY weight allowance to the new PDS via TDY station(s) if HHG are necessary for the member's personal use.

3. Authorized TDY HHG transportation exists regardless of the par. 4505 provisions.

4. The member is also authorized NTS under par. 5232-D1, for the TDY.

5. SIT of any portion of the member's TDY HHG at the TDY station may be authorized/approved by the member's commanding officer, the AO, the destination TO, or any other Service-designated official at the TDY station, if necessary.

6. Upon TDY completion, the member's TDY HHG may be transported (including SIT under par. 5236) to locations authorized under the basic order.

7. As an alternative, the HHG may be placed in NTS if such storage is an option under the member's basic order.

B. PCS Following TDY Pending Further Assignment

1. A member, whose HHG were placed in NTS at Gov't expense when the member was ordered to a TDY station pending further assignment, is authorized NTS for the full TDY period.

2. An additional 90 days of NTS may be authorized/ approved as under par. 5242 when:

a. The new PDS is OCONUS or at a station to which HHG transportation is prohibited/restricted, or

b. For reasons beyond the member's control the HHG cannot be withdrawn:

(1) During the first 90 days after the arrival date at the OCONUS PDS/PDS that HHG transportation is

prohibited/restricted, or

(2) Within 90 days following TDY completion.

3. HHG transportation from storage to the residence is authorized under par. 5188 when the new assignment is to:

a. Sea duty,

b. OCONUS duty, or

c. Duty at a PDS to which HHG transportation is prohibited and the designated place under par. 5116 is at or in the NTS location vicinity,.

5286 COURSE(S) OF INSTRUCTION OF 20 OR MORE WEEKS AT ONE LOCATION

A. Member is On/Ordered to Active Duty to Attend a Course(s) of Instruction (Including Foreign Service Schools) at a School/Installation (at which the Scheduled Cumulative Duration at One Location is 20 or More Weeks)

1. HHG Transportation. HHG transportation may be authorized from the last or any previous PDS or place of storage or from the HOR or PLEAD to the place at which the course is conducted; and/or

2. NTS

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

b. NTS conversion is at Gov't expense.

c. Any storage costs accruing for periods in excess of 180 days are the member's responsibility.

d. Unless otherwise provided in par. 5244, no additional HHG storage is authorized before further PCS order is issued.

B. Member Permanently Assigned to the Location that the Course was Conducted at Course Conclusion. A member under this subpar. is authorized transportation of:

1. HHG, placed in NTS, to the PDS, and

2. Any HHG not placed in storage under par. 5308.

C. Member Called/Ordered to Active Duty for a Course(s) of Instruction of 20 or More Weeks at One Location (Par. 5286). A member under par. 5286 is authorized transportation of HHG in NTS:

1. From the place of storage to the HOR/PLEAD upon release from active duty, or

2. To the PDS if retained on active duty (par. 5194-7).

5288 CONUS AREA TO WHICH HHG TRANSPORTATION IS PROHIBITED

A. Authorization. A member, ordered to duty at a CONUS location to which HHG transportation is prohibited or dependents are not permitted to join the member within 20 weeks, is authorized:

1. HHG transportation from the last PDS to a CONUS designated place; and/or

2. NTS.

B. Transportation from the Designated Place and/or NTS. When the restriction is removed or the member is ordered on PCS to a PDS to which HHG transportation is permitted, transportation is authorized from the designated place and/or NTS to the PDS.

5290 ORDERED TO A CONUS HOSPITAL

A. General

1. Except when the PDS or hospital from which a member is transferred is OCONUS, the authority for HHG transportation incident to a member's hospitalization is contingent on the receiving hospital commanding officer's statement that the case has been evaluated and the observation period and/or treatment in that hospital is expected to be prolonged.

2. UB, NTE 225 pounds (gross), may be transported for a member transferred to a hospital without a statement regarding prolonged hospitalization.

3. UB improperly transported or unavoidably separated from a member should be forwarded to the proper hospital destination and may be transported by an expedited mode when, in the origin commanding officer's opinion, circumstances require use of this mode.

4. See par. 5316 for HHG transportation on behalf of a member officially reported as injured or ill under 37 USC §554,.

B. From CONUS Duty Stations or Hospitals

1. A member on active duty, who is transferred within CONUS to a hospital for observation and/or treatment from a PDS or TDY station, or from a hospital where the member was listed as a patient, is authorized HHG transportation as for a PCS.

2. The HHG authority must not exceed the cost from any of the combination of the:

a. Last or any previous PDS,

b. Place the HHG were last transported at Gov't expense, or

c. Place of storage,

to the hospital.

3. In lieu of transportation, HHG may be placed in NTS.

4. Part of the HHG may be transported and part placed in NTS (member option).

5. Any HHG in storage when a member is hospitalized may continue in storage.

C. From OCONUS Duty Stations or Hospitals.

1. A member on active duty OCONUS, who is transferred to a hospital in CONUS for observation and/or treatment, is authorized HHG transportation:

a. From any authorized place(s) to the hospital,

b. To NTS, or

c. Part may be transported and part placed in NTS (member option).

2. Any HHG in storage when a member is hospitalized, may continue in storage.

3. For the initial movement involving return from OCONUS, the commanding officer's statement that observation and/or treatment is expected to be prolonged, is not required.

4. Upon transfer to another hospital for observation and/or treatment, and when HHG were not transported incident to the initial transfer, par. 5290-B applies.

D. Transportation to Another Location

1. Upon transfer to a hospital, a member is authorized HHG transportation to any place in CONUS. Transportation cost may not exceed the cost of transporting the HHG to the hospital.

2. When HHG transportation is from OCONUS, the authority for CONUS transportation is limited to the transportation cost to the hospital from the port through which transportation was made.

3. For overland transportation from Canada and Mexico, the authority is limited to the cost of HHG transportation via the carrier and route ordinarily used for similar shipments from the origin to the CONUS hospital.

E. Hospitalization Completion

1. A member, released from observation and/or treatment and:

a. Restored to duty,

b. Separated from the Service,

c. Relieved from active duty,

d. Placed on the TDRL, or

e. Retired (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve),

is authorized HHG transportation from the last or any prior PDS or place where HHG were last transported at Gov't expense, or any combination thereof, to a destination otherwise authorized in this Part.

2. HHG previously transported incident to hospitalization may be transported from the place where located. Transportation cost may not exceed the cost from the hospital to the authorized destination.

5292 ORDERED FROM PDS TO AWAIT AN ORDER, DETAIL, ASSIGNMENT, OR SEPARATION

A. Ordered from CONUS PDS

1. A member, ordered from a CONUS PDS, may place HHG into NTS.

2. Upon receipt of an order assigning the new PDS, HHG transportation from NTS is authorized from storage and/or the previous PDS to the new PDS.

B. Ordered from an OCONUS PDS

1. When a member is ordered to CONUS from an OCONUS PDS, HHG transportation may be from the PDS to the place in CONUS to which ordered to report.

2. HHG transportation is permitted even though the place to which ordered to report may not be the new PDS,

which is unknown.

3. If an order to the new PDS is not available when HHG arrive at the place to which transported, the HHG may be placed in NTS.

4. Upon receipt of the order naming the new PDS, the same HHG may be transported to that PDS.

5. In these circumstances, the order involving detachment from the OCONUS PDS and the order naming the new PDS are one PCS order.

6. If the member takes physical possession of the HHG, the Gov't must not transport the HHG (par. 5174).

C. Ordered from an OCONUS PDS to the U.S. or to a Non-foreign OCONUS Area for Separation Processing with HOS Authorized

1. When a member is ordered from an OCONUS PDS to a CONUS/non-foreign OCONUS area for separation processing with HOS authorized under par. 5318-A, HHG may be:

a. Transported from the PDS to the place to which ordered to report, and/or

b. Placed in NTS.

2. These HHG may be later transported under par. 5318-A.

3. If the member takes possession of the HHG at the processing station, transportation of those HHG to the HOS from the processing station is still authorized.

4. However, the member must agree to bear all costs in excess of transporting the member's maximum PCS HHG weight allowance in one lot directly from the OCONUS PDS to the HOS via (but without delivery at) the processing point (i.e., the costs of delivering the HHG to the member at the processing point, unpacking, re-packing, re-shipment, etc., are not part of the Gov't's cost obligation) (44 Comp. Gen. 826 (1965)).

5. In determining excess costs, the cost of authorized SIT is part of the cost of one shipment from origin to final destination.

6. HHG in NTS, at a designated place/location during the OCONUS tour, may be transported to the processing station only if the member's HOS is at the same location as the processing station.

7. A NOAA Marine and Aviation Operations and Commissioned Personnel Center is a processing station for NOAA.

5294 ORDERED ON A PCS TO A PDS IN THE VICINITY OF STORAGE

A. Authorization

1. A member, whose HHG are in NTS at Gov't expense when ordered on PCS to a PDS at or in the vicinity of the place of storage, is authorized NTS.

2. HHG transportation from NTS to the residence also is authorized.

B. Additional Storage Time

1. If, because of conditions beyond the member's control, the HHG cannot be withdrawn during the first 90 days, an additional 90 days of NTS may be authorized/approved as in par. 5242.

2. Additional NTS beyond 180 days may be authorized/approved as in par. 5244.

5296 PCS TRANSPORTATION TO OR FROM SEA DUTY (NOT UNUSUALLY ARDUOUS) OR OCONUS DUTY

A. Ordered to an OCONUS PDS to Which HHG Transportation Is Permitted

1. General

a. The member is authorized HHG transportation from the last or any previous PDS to any combination of the following locations:

(1) The new PDS,

(2) A member-specified CONUS location,

(3) NTS.

b. The combination of transportation for pars. 5296-A1a(1) and 5296-A1a(2) is limited to what would have been allowed for transporting the member's maximum PCS HHG weight allowance in one lot from the old PDS/other authorized location, to the new OCONUS PDS.

c. Excess costs due to a combination of shipment(s) are determined under par. 5206.

d. Upon a subsequent PCS between OCONUS PDSs,

(1) HHG transportation from the member-specified CONUS location under par. 5296-A1a(2) or

(2) NTS to the new PDS/place dependents are authorized to travel under par. 5116-A, 5118, 5120 or 5122,

may be made only if authorized/approved through the Secretarial Process.

2. Ordered to an OCONUS PDS to Which HHG Transportation Is to Be Authorized within 20 Weeks of Member's Port Reporting Month

a. When a member is ordered to an OCONUS PDS and is advised, in writing, that HHG transportation is to be authorized within 20 weeks after the member's port reporting month, the HHG the member indicates eventually are to be transported to the OCONUS PDS may be placed in NTS until transported.

b. The remaining HHG may be:

(1) Transported for the duration of the OCONUS assignment to a member-designated CONUS location, or

(2) Placed in NTS.

c. When the total UB weight plus other HHG transported and stored exceeds the authorized weight allowance, the cost of transporting the excess weight is the member's financial responsibility.

d. If the member is required to vacate Gov't Qtrs at the old PDS upon receipt of this order and desires to establish a temporary residence for dependents near the old PDS pending authority for movement to the new PDS, the member may transport:

(1) Or store the HHG not needed to establish the temporary residence; and

(2) At Gov't expense, the HHG the member needs to establish a temporary residence for the

dependents to a place in the old PDS vicinity.

3. Ordered to an OCONUS PDS to Which HHG Transportation Will Not Be Authorized until 20 or More Weeks after the Member's Port Reporting Month

a. When a member ordered to an OCONUS PDS, is to serve an accompanied tour, and is advised, in writing, that HHG transportation is to be authorized at some point 20 or more weeks after the member's port reporting month, HHG the member indicates eventually are to be transported to the OCONUS PDS may be placed in NTS until transported.

b. The remaining HHG may be transported for the OCONUS assignment duration to a member-designated CONUS location or placed in NTS.

c. HHG transportation is authorized from the old PDS to a designated place in CONUS, or in a non-foreign OCONUS area if the member was:

(1) A legal resident of that OCONUS location, before entering on active duty, or the member's spouse was a legal resident of that OCONUS location at the time of marriage; or

(2) Called to active duty from that OCONUS location or it is the member's HOR, NTE the authority from the old PDS to the designated place.

d. HHG transportation is authorized from the designated place to the OCONUS PDS when HHG transportation is later authorized to the new PDS, provided that the:

(1) Dependents are to be command sponsored, and

(2) Member has at least 12 months remaining on the OCONUS tour on the date the dependents are scheduled to arrive..

e. When the total weight transported to the designated place plus HHG stored exceeds the authorized weight allowance, excess costs are determined under par. 5206.

f. If the member is required to vacate Gov't Qtrs at the old PDS upon receipt of such an order and desires to establish a temporary residence for the dependents near the old PDS pending authority for movement to the new PDS, the member may transport:

(1) Or store HHG not needed to establish the temporary residence; and

(2) HHG needed to establish a temporary residence for the dependents to a place in the old PDS vicinity, at Gov't expense,.

g. When HHG transportation is later authorized to the new PDS, HHG transportation is authorized from:

(1) Storage and/or the place they were moved under par. 5296-A3d to the new PDS; and

(2) The place they were moved under par. 5296-A3d to a combination of NTS and the member-designated location in CONUS/non-foreign OCONUS area, as authorized above.

B. Ordered from Shore Duty to Sea Duty

1. When a member is ordered on PCS from shore duty to sea duty (except unusually arduous sea duty), the member is authorized HHG transportation from the last PDS to:

a. The home port of the unit to which ordered;

b. The ship, afloat staff, or afloat unit to which ordered or the home port thereof for UB; and

c. NTS.

2. When the home port is OCONUS, par. 5280 or 5286 also applies.

C. Ordered from a CONUS PDS to an OCONUS PDS to Which HHG Transportation Is Prohibited/Restricted, to Unusually Arduous Sea Duty, or Duty under Unusual Circumstances

1. When a member is:

a. Transferred by PCS to an OCONUS PDS to which HHG transportation is prohibited/restricted by Service regulations, or restricted because the member has elected an unaccompanied tour;

b. Transferred by PCS to serve an OCONUS dependent restricted tour;

c. Transferred by PCS to a unit specified, in writing, through the Secretarial Process as unusually arduous sea duty (see par. 5116-B for a member with dependents);

d. Permanently assigned aboard a ship/afloat staff specified through the Secretarial Process as operating OCONUS for a contemplated continuous period of 1 year or more on the date the ship/afloat staff is so specified; or

e. Transferred by PCS to a ship/afloat staff referred to in par. 5296-C4 after the ship/afloat staff has been so specified;

2. HHG transportation is authorized to:

a. NTS for:

(1) C1a and C1b and later to the member's PDS when the restriction is lifted, or upon receipt of dependent entry approval; or

(2) C1c, C1d and C1e;

b. Any place in CONUS the member designates for:

(1) C1a and C1b, and later to the member's PDS when the restriction is lifted or upon receipt of command sponsorship of dependents; or

(2) C1c, C1d and C1e

c. A non-foreign OCONUS area to which dependent transportation is authorized/approved under par. 5114-D2; 5116-A2, or if authorized/approved through the Secretarial Process;

d. The OCONUS location to which dependent transportation is authorized/approved under par. 5114-D3 or 5116-A3 or 5116-A4.

(1) Measure subsequent authority from the location to which transported under this authority or from the place HHG are then located, whichever is less.

(2) For shipments related to par. 5116-A4, the weight may not exceed 350 pounds for each dependent age 12 or older and 175 pounds for each dependent under age 12 years.

e. The OCONUS PDS in an amount up to the amount authorized by Service regulations and later from such PDS to the member's new PDS.

3. Storage of any portion of the HHG is authorized under C2a , and transportation of the remainder under C2a, C2b, C2c, C2d, and C2e.

4. When the prohibition/restriction is removed, or when the member is transferred/assigned to an OCONUS PDS to which HHG transportation is authorized, any HHG:

a. Previously stored under C2a, or

b. Transported to a destination authorized in C2b, C2c or C2e

may be stored in NTS.

5. The remainder, or other HHG acquired before the order effective date may be transported to the member's OCONUS PDS.

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

D. Ordered from an OCONUS PDS to an OCONUS PDS to Which HHG Transportation Is Prohibited/Restricted, to Unusually Arduous Sea Duty, or Duty under Unusual Circumstances

1. When a member is transferred by PCS from an OCONUS PDS to:

a. An OCONUS PDS to which HHG transportation is prohibited/restricted by Service regulations or restricted because the member is assigned to a dependent restricted tour or has elected to serve an unaccompanied tour at that station;

b. A unit specified, in writing, through the Secretarial Process as unusually arduous sea duty (par. 5116-b);

c. A ship/afloat staff specified through the Secretarial Process as operating OCONUS for a contemplated continuous period of 1 year or more on the date the ship/afloat staff is so specified; or

d. A ship/afloat staff referred to in par. D1c after it has been so specified;

the member is authorized HHG transportation as prescribed in par. D2.

2. A member described in par. D1, above, is authorized HHG transportation from the last or any previous PDS, or place of storage to any combination of the following,:

a. NTS;

b. Any CONUS location the member specifies and later to the member's PDS when the restriction is lifted or upon receipt of command sponsorship of dependents;

c. Designated place authorized/approved under par. 5114-D2; 5116-a2; or if authorized/approved through the Secretarial Process;

d. An OCONUS designated place authorized/approved under par. 5114-D3; 5116-a3 or 5116-a4; or if authorized/approved through the Secretarial Process;

e. The OCONUS PDS in an amount up to the amount authorized by Service regulations and later from such PDS to the new PDS.

3. The member is authorized HHG transportation to the current PDS when the restriction is lifted or when:

a. The member is ordered on an OCONUS PCS to which HHG transportation is authorized;

b. The member is ordered on PCS from a unit referred to in par. D1b or D1c; or

c. Such ship, afloat staff, or afloat unit is relieved from the OCONUS assignment.

4. HHG transportation is authorized to the member's current PDS from the place to which transported under pars. D2a, D2b, D2c, and D2d .

5. At least 12 months must remain on the member's tour at that PDS on the date the HHG are scheduled to arrive. Exceptions may be granted through the Secretarial Process.

6. HHG transportation, from the last PDS to which HHG transportation was limited/prohibited to the new PDS, should be within authorized weight allowances in Service regulations. That amount, plus the amount transported from the places listed in pars. D2a, D2b, D2c, and D2d, may not exceed the member's weight allowance in par. 5200.

E. Ordered from Sea Duty or OCONUS Duty to a CONUS PDS

1. Except for cases under pars. 5296-C and 5296-D, when a member is:

a. Ordered from sea duty/OCONUS duty to a CONUS PDS to which HHG transportation is permitted, or

b. Transferred by PCS order from a unit referred to in pars. 5296-C1c, 5296-C1d, 5296-C1e,

the member is authorized HHG transportation to the new PDS from the last PDS and/or from the designated place, location, or NTS to which HHG were transported under par. 5296-A, 5296-B, 5296-C, 5296-D, or 5296-H.

2. If the member is transferred on a PCS from a station to which HHG transportation was limited/prohibited under par. 5296-C1a, or par. 5296-D1a, and Service regulations limit (by weight or item) HHG transportation from such station, the weight the member is authorized to transport from the old PDS is as prescribed in the Service regulations, up to the weight allowance in par. 5200.

F. Ordered from Sea Duty to an OCONUS Shore Duty PDS

1. Except for cases under pars. 5296-D and 5296-E, when a member is ordered from sea duty to an OCONUS shore duty PDS to which HHG transportation is permitted, HHG transportation to the new PDS is authorized.

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

3. Transportation is authorized from the old PDS, NTS, or from a prior member-specified location under par. 5296-A1a(2) to the new PDS, or from the old PDS to another member-specified location under par. 5296-A1a(2).

4. In lieu of transportation, HHG may be placed in NTS, but transportation from NTS to NTS is not authorized.

5. HHG may be transported to the new PDS from the old PDS, place of storage, or a prior member-specified location under par. 5296-A1a(2), or from the old PDS to another member-specified location under par. 5296-A1a(2).

6. If there is a partial HHG transportation is from the old PDS or a designated place, other HHG may be placed in NTS.

7. When partial HHG transportation is from NTS, other HHG not transported may be kept in NTS.

8. HHG transportation from NTS or from a prior member-specified location under par. 5296-A1a(2) to the new OCONUS PDS is authorized without a cost limitation.

G. Ordered from Sea Duty to Sea Duty

1. Home Ports Identical. Except for cases in pars. 5296-D and 5296-E, when a member is ordered from sea duty to sea duty between afloat units having identical home ports, HHG transportation is not authorized.

2. Home Ports Not Identical. Except for cases in pars. 5296-D and 5296-E, when a member is ordered from sea duty to sea duty between afloat units not having identical home ports, HHG transportation or NTS in any combination is authorized:

a. From old home port to the new home port;

b. From a former PDS to the new home port;

c. From a previously designated place to new home port;

d. From NTS to the new home port;

e. NTS in lieu of transportation prescribed in par. 5296-G2a, 5296-G2b or 5296-G2c.

H. Ordered to or from Ship, Afloat Staff, or Afloat Unit Deployed Away from Home Port. When a member departs from/arrives at a ship, afloat staff, or afloat unit while deployed away from the home port UB transportation from/to the deployed unit is authorized without regard to distance.

I. Unit Home Port Officially Changed

1. A member assigned to a unit:

a. Not specified as unusually arduous sea duty on a home port change effective date, is authorized HHG transportation or NTS in par. 5296-G2.

b. Specified as unusually arduous sea duty (par. 5116-B) on a home port change effective date is authorized HHG transportation to the destination authorized for dependents in par. 5116-E and/or NTS.

2. HHG transportation to a new home port must not be made when a member receives a PCS order, directing detachment from the unit undergoing the home port change, before the HHG are transported to the new home port. See par. 5078.

3. The provision provided for a member in par. 5050-H is not applicable to par. 5296-I.

J. Unit Home Port Change Officially Announced

1. When an official announcement has been made designating a home port change, HHG transportation is not authorized to the old home port ICW an existing PCS order to that unit at that old home port. See subpar. J4 for an exception.

2. The home port change announcement is a PCS order modification until the PCS order is later amended, modified, canceled or revoked.

3. Provisions apply to, but are not limited to, a member who has:

a. Delayed HHG transportation to the old home port, or

b. Been issued a PCS order to the unit naming the old home port after the home port change has been announced.

4. HHG transported after a PCS order is received and that are in transit or in an otherwise irreversible transportation status on the date the announcement was made may be authorized.

K. Reassignment OCONUS before the Prescribed OCONUS Tour Is Completed due to Base Closure or Similar Action

1. A member involuntarily transferred on a PCS from an OCONUS PDS to another OCONUS PDS due to base closure or similar action, is authorized HHG transportation to the new PDS if HHG are permitted there, regardless of the time remaining in the member's tour.

2. In lieu of transportation, HHG may be placed in NTS.

3. Upon later transfer from the new PDS on a PCS, HHG transportation is authorized regardless of the tour length served (par. 5194-7).

5298 HHG TRANSPORTATION LOCATED IN CONUS WHEN DISCIPLINARY ACTION IS TAKEN AGAINST A MEMBER STATIONED OCONUS

A. General

1. HHG may be transported:

a. From any location and/or

b. From NTS to a designated place or,

c. To a destination in the dependents' native country, if the dependents are foreign-born,.

2. The member is also authorized NTS/continued NTS under par. 5216.

3. An order may be issued providing for HHG transportation before the member's PCS only if authorized/approved under pars. 5298-B and 5276-C2.

B. HHG Transportation when Disciplinary Action Is Taken against a Member Stationed OCONUS, or a Member Is Discharged under Other than Honorable Conditions, or Sentenced to Confinement with/without Discharge

1. A member whose PDS is OCONUS, and who is not provided HHG transportation from the OCONUS PDS because the member has no dependents or the dependents performed travel at personal expense without an order, etc., may be provided HHG transportation when the member is:

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

b. Sentenced to confinement in a foreign or U.S. civil confinement facility;

c. Discharged OCONUS under other than honorable conditions;

d. Returned to CONUS for discharge under other than honorable conditions;

e. Returned to CONUS to serve a sentence of confinement in civil/military confinement facilities;

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

g. Serving OCONUS and is transferred to a different ship or station to await trial by court-martial as a deserter or straggler;
h. Discharged under other than honorable conditions after surrendering to military authorities in CONUS following a period of absence without leave from the OCONUS PDS; or

i. Convicted by a court-martial and placed on leave involuntarily while awaiting completion of appellate review. When HHG are transported to HOR or PLEAD, or to some other place on a NTE basis under par. 5298-B, that is the final separation HHG transportation unless the member is restored to duty (63 Comp. Gen. 135 (1983)).

2. The officer exercising special/general court-martial jurisdiction over the member may authorize/approve HHG transportation in the above circumstances.

3. HHG transportation should be authorized/approved when in the Gov't's best interest.

4. When authorized/approved, the member is provided transportation for the authorized weight allowance of the grade held:

a. At the time the HHG are transported, or

b. When ordered to OCONUS duty,

whichever is greater.

5. If the member has dependents, HHG transportation under pars. 5298-B1a through 5298-B1h may be authorized up to the Gov't cost from the:

a. Member's last/former OCONUS PDS, or

b. Place to which last transported at Gov't expense,

as applicable.to the member's HOR, PLEAD, the designated place, or if the dependents are foreign-born, to the destination in the dependents' native country the dependents are to reside or are residing.

6. The AO must determine the destination transportation is authorized and ensure that a reasonable relationship exists between that destination and the conditions and circumstances.

7. If the member has no dependents, HHG transportation is authorized from the member's OCONUS PDS to any location, up to the cost from the OCONUS PDS to the member's HOR/PLEAD (as the member selects).

8. The Gov't's cost for HHG transportation under par. 5298-B1i, whether the member has dependents or not, may not exceed the cost of transportation from the member's last/former OCONUS PDS to the HOR/PLEAD (as the member selects).

9. If the member is separated from the Service, the member is not authorized NTS if HHG are moved from Gov't/Gov't-controlled quarters, or to NTS as an alternative to transportation.

C. Following Confinement without Discharge. If a member's HHG:

1. Are transported under par. 5298-B, and following confinement the member returns to duty at a new PDS, HHG transportation is authorized from any location to the new PDS, up to the cost from the member's HOR/PLEAD to the new PDS, based on the grade held on the PCS order effective date to the new PDS.

2. Were not transported under par. 5298-B, HHG transportation is authorized from the location last transported at Gov't expense to the member's new PDS, based on the grade held on the PCS order effective date to the new PDS.

D. When the Member is Restored to Duty Following Appellate Leave. If a member, whose HHG were transported while awaiting appellate review completion, is restored to duty following the review, HHG transportation is authorized to the new PDS from the location transported when the member was placed on appellate leave.

5300 ACCOMPANIED TOUR PDS CHANGED TO DEPENDENT-RESTRICTED TOUR PDS, OR SEA DUTY CHANGED TO UNUSUALLY ARDUOUS SEA DUTY ACCOMPANIED TOUR

A. General

1. This par. applies when:

a. A member is ordered to an accompanied tour PDS but later changed to a dependent-restricted tour PDS, or

b. There is a change in the duty designation from sea duty to unusually arduous sea duty.

2. If both NTS and transportation are provided as alternates, a portion of the member's HHG may be transported and the remainder placed in NTS.

B. Change Imposed before HHG Are Turned over to a TO. When the change is imposed before HHG are turned over to a TO, the authority is determined under par. 5296.

C. Change Imposed after HHG Are Turned over to a TO

1. When the change is imposed after HHG are turned over to a TO, the TO, must divert or re-consign HHG to:

a. NTS,

b. A CONUS designated place, or

c. A non-foreign OCONUS designated place if authorized/approved through the Secretarial Process.

2. Some HHG may be placed/retained in NTS, and the remainder transported to the designated place.

D. Change Imposed after HHG Arrive at the Member's PDS. When the change is imposed after the HHG arrive at the PDS, the member may elect:

1. NTS and/or HHG transportation to a CONUS designated place, or

2. Transportation to a designated place in a non-foreign OCONUS area, if authorized/approved through the Secretarial Process.

E. Subsequent Authority

1. The member may elect NTS or HHG transportation from the place HHG were shipped under par. 5318-C, or from NTS, to the PDS if the PDS is:

a. Later changed from a dependent-restricted PDS to an accompanied PDS, or

b. Reclassified from unusually arduous sea duty to regular sea duty,

2. At least 12 months must remain on the OCONUS tour/sea duty tour following the date the HHG are

scheduled to arrive at the PDS.

3. Exceptions may be granted, through the Secretarial Process, when the HHG shipping time uses a portion of the 12 months at the OCONUS PDS.

4. The member may elect to keep the HHG at the location they were transported under par. 5300-B or 5300-C until a later PCS at which time that location is the authorized origin of the later shipment to a duty station or NTS.

5302 HHG TRANSPORTATION INCIDENT TO AN ALERT NOTICE

A. General

1. A member assigned to a certain unit is authorized HHG transportation and/or NTS, as though assigned to a dependent-restricted tour, under par. 5296-C (45 Comp. Gen. 208 (1965)).

2. This applies to a member whose unit has been officially alerted for movement to an OCONUS dependent-restricted PDS (within 90 days after the alert notice).

3. This also applies to a member who is transferred/assigned to the unit after it has been alerted.

B. Member Not Transferred to Dependent-Restricted OCONUS PDS after Alert Notice Announcement. When HHG have been transported/stored under par. 5302-A, but the member is not transferred to the OCONUS PDS contemplated in the alert notice, HHG transportation is authorized from the location/storage point to the new PDS. This also applies to HHG return to that PDS if the member is continued on permanent duty at the station where the alert notice was officially announced.

5304 CADET/MIDSHIPMAN DIES WHILE ENROLLED IN SERVICE ACADEMY

The personal effects of a cadet/midshipman who dies while enrolled in a Service academy may be transported at Gov't expense to the home of the person legally authorized to receive the effects.

5306 MEMBER REDUCED IN GRADE

A. Authorization. A member, reduced in grade after HHG have been transported on a PCS order to a PDS, is authorized, when ordered from that PDS, to HHG transportation of the weight allowance prescribed for the grade held:

1. At the time of PCS from that PDS, or

2. When ordered to that PDS,

whichever is greater.

B. NTS. NTS authority continues under par. 5212 without regard to the reduction in grade until the member's next PCS order effective date.

C. Former Grade. When the member is serving in a grade lower than that held when ordered to the PDS, the PCS order from that PDS must cite par. 5306 as authority and state the weight allowance prescribed for the member's former grade.

D. Origin and Destination. The transportation origins and destinations continue to be the same as they were before the member was reduced in grade.

5308 HHG TRANSPORTATION INCIDENT TO TOUR EXTENSION

A. Authorization. A member on a tour of less than the prescribed PDS tour length, who used the HHG transportation authority when assigned to that PDS, is authorized HHG transportation from the place the HHG are located to that PDS.

B. Authority Limit

1. The authority limit is up to the cost from the old to the current PDS.

2. Authority under par. 5308 is limited to the situation in which a member's tour is extended due to:

a. Unusual circumstances and needs of the Service, or

b. Failure to transport all HHG to the PDS initially because of the anticipated short assignment time to that station (B-208861, 10 November 1982).

5310 HHG SHIPMENT INCIDENT TO A COURT-MARTIAL SENTENCE/ADMINISTRATIVE DISCHARGE UNDER OTHER THAN HONORABLE CONDITIONS (FOR A MEMBER WITH DEPENDENT(S) STATIONED IN CONUS)

A. Transportation Allowance. A member, with dependent(s) stationed in CONUS who is sentenced by a court-martial to:

1. Confinement for more than 30 days,

2. Receive a dishonorable/bad-conduct discharge, or

3. Dismissal from a Uniformed Service, or,

4. Receives an administrative discharge under other than honorable conditions,

is authorized HHG transportation directly related to dependent transportation under par. 5148.

B. Transportation Authority. HHG transportation is authorized by a Service-designated authority who determines:

1. The authorized destination, and

2. That a reasonable relationship exists between the conditions/circumstances in each case and the authorized destination.

C. Transportation Requests. HHG transportation may be requested by:

1. The member,

2. The member's spouse, or

3. Another dependent (if the member has no spouse, or the spouse is not available).

D. HHG Destination

1. The HHG destination must be a designated place.

2. Foreign born dependents may have HHG transported to a destination in their native country.

E. Transportation Reimbursement. HHG transportation reimbursement may be paid to the:

1. Member, or

2. Dependent or ex-spouse (when the member authorizes payment to either of them (B-193430, 21 February 1979)).

F. Transportation Time Limit. Except when the Secretarial Process authorizes/approves additional time (see par. 5000-B6), HHG must be turned over to a TO/transportation carrier within 180 days from the date:

1. The court-martial is completed, or

2. Of administrative discharge.

G. NTS Exclusions. A member authorized HHG transportation is not authorized NTS of HHG:

1. Caused by moving out of Gov't/Gov't-controlled quarters or privatized housing, or

2. As an alternative to shipment when dependents are returned from OCONUS (see par. 5102-B8).

5312 HHG TRANSPORTATION INCIDENT TO IPCOT

A. General. An IPCOT is not an extension; it is another full tour.

B. Tours of Duty. A member stationed OCONUS who is selected to serve an IPCOT is authorized HHG transportation as follows:

1. Unaccompanied-to-Accompanied Tour

a. HHG may be transported from a designated place to the current PDS the IPCOT is to be served if dependents are command-sponsored at the current PDS the IPCOT is to be served.

b. A member who acquires dependents after the PCS order effective date, but before entering an IPCOT, is authorized HHG transportation to the PDS the IPCOT is to be served if the dependents are command-sponsored at the PDS at which the IPCOT is to be served. HHG transportation in this case is from the location of HHG to the current PDS.

c. HHG acquired after a PCS order effective date but before starting the IPCOT may be shipped using par. 5312 as authority.

d. The HHG weight shipped on the original PCS order is not deducted from the weight allowance authorized for the IPCOT move.

e. The applicable PCS HHG weight allowance in par. 5200 applies following the IPCOT.

2. Accompanied-to-Unaccompanied Tour

a. Par. 5114-D applies.

b. A member who acquires dependents after a PCS order effective date, but before starting an IPCOT, is authorized HHG transportation.

c. Par. 5312 authorizes HHG to be shipped when acquired after a PCS order effective date but before starting the IPCOT.

d. The weight of HHG shipped on the original PCS order is not deducted from the weight allowance authorized for the IPCOT move.

e. The applicable PCS HHG weight allowance in par. 5200 applies following the IPCOT.

3. Accompanied-to-Accompanied Tour

a. A member who acquires a dependent after a PCS order effective date, but before starting an IPCOT, is authorized HHG transportation if the dependent is command-sponsored at the PDS at which the IPCOT is to be served. HHG transportation, in this case, is from the location of HHG to the current PDS at which the IPCOT is to be served.

b. Par. 5312 authorizes HHG to be shipped when acquired after a PCS order effective date but before starting the IPCOT.

c. The weight of HHG shipped on the original PCS order is not deducted from the weight allowance authorized for the IPCOT move.

d. The applicable PCS HHG weight allowance in par. 5200 applies following the IPCOT.

5314 CONSUMABLE GOODS ALLOWANCE INCIDENT TO TOUR EXTENSION/IPCOT

The Secretarial Process may authorize/ approve consumable goods transportation for a tour extension/IPCOT at a PDS in an area listed in App F. See par. 5274-A4 for alternate shipping origin

5316 HHG TRANSPORTATION WHEN A MEMBER IS OFFICIALLY REPORTED AS DEAD, INJURED, ILL, ABSENT FOR MORE THAN 29 DAYS IN A MISSING STATUS, OR UPON DEATH

NOTE: See par. 5152 for related dependent transportation.

A. General

1. This par. prescribes HHG transportation authority of an active duty member:

a. Officially reported as dead, injured, ill, or absent for a period of more than 29 days in a missing status (37 USC 554), and

b. Who dies while entitled to basic pay (37 USC 406(f)).

2. For a member who dies after retirement or release from active duty, see par. 5318-K.

B. Limitations

1. Destination. HHG transportation may be authorized/approved under this par. only if a reasonable relationship exists between the applicant's circumstances and the requested transportation destination.

2. Weight

a. HHG weight limitations in par. 5200 do not apply.

b. The HHG weight of a member of the Defense Services is subject to the 18,000 lbs. (net) weight limitation imposed by 37 USC §406(b)(1)(D).

3. Time

a. HHG transportation authority under this par. terminates if HHG are not turned over to a TO/carrier for transportation within 1 year from the date of the official status report or within 1 year after the member dies while entitled to basic pay.

b. If HHG are not turned over within such period, transportation at a later date may be authorized/approved through the Secretarial Process (par. 5000-B6).

c. If the decedent's estate becomes the subject of litigation during the authorized time limit, HHG may be transported within 1 year from the final court decree date.

d. Effective for deaths occurring on or after 6 January 2006 the following apply:

(1) A active duty member entitled to basic pay dies on/after 6 January 2006 – the Secretary Concerned must give the dependents not less than 3 years, beginning on the date of the member's death to choose a "home of selection" for travel and transportation allowances purposes.

(2) A retiree dying on or after 6 January 2006 who had not yet made a selection at the time of death – dependents, or the retiree's executor if there are no dependents, have 3 years from the member's retirement date (when the member first accrued the right to select a home) to choose a "home of selection."

(3) Examples:

Member retired 1 July 2005 – Initially had 1 year to make the move.
Member died 10 January 2006 -- Family had until 30 June 2008 to choose a HOS.

Member retired 1 July 2005 – Initially had 1 year to make the move.
Member died 3 January 2006 -- Family had until 30 June 2006 to choose a HOS move.

Member on active duty died on 3 January 2006 -- Family had 1 year to make a HOS.
Member on active duty dies on 10 January 2006 -- Family had until 9 January 2009 to choose a HOS.

C. When Authorized

1. General

a. When official notice is received that the member is dead, injured/ill and the anticipated period of hospitalization/treatment is expected to be of prolonged duration as shown by a statement of the commanding officer at the receiving hospital, or absent for a period of more than 29 days in a missing status, HHG transportation is authorized to:

(1) A member's HOR,

(2) The dependents' residence (including the member's spouse in the case of a member-married-to-member couple),

(3) Next of kin, or

(4) Other person authorized to receive custody of the HHG.

b. Subject to par. 5316-B, special routing and services are authorized under par. 5206-K when desired by the:

(1) Member (if injured/ill),

(2) Member's dependents,

(3) Next of kin, or

(4) Other person authorized to receive custody of the HHG.

c. When dependents reside OCONUS at the time the member on permanent duty OCONUS dies, OCONUS:

(1) HHG may be transported to NTS under par. 5212, and/or

(2) A part of the HHG may be transported to the interim location where the dependents are to reside pending a decision on where to exercise the authority for a final HHG move.

d. Within the time limit established in par. 5316-B3, the HHG may later be transported to the final destination requested by the dependents and authorized/approved under par. 5316-B1.

e. If the dependents take physical possession of the HHG at the interim location, they must agree to be financially responsible for all costs in excess of the transportation cost of the 18,000 lbs. maximum HHG weight allowance in one lot from the OCONUS origin to the final destination via that interim location.

f. In determining the excess costs, the cost of authorized SIT while the HHG are in transit are part of the cost of one shipment from origin to final destination.

g. HHG in NTS, at a designated place or specific location, may be transported to that interim location at Gov't expense for the dependent's use only if the dependent's final destination is at the interim location to which the HHG are to be transported.

2. Additional Moves

a. Change in Status. HHG transported under par. 5316-B1 may again be moved when official notice is received that the member's status has changed from one to another of those listed in par. 5316-C1.

b. No Change in Status-Member Reported as Missing for More than 1 Year

(1) HHG transported under par. 5316-C1 may again be moved when the member has been officially reported as absent or a period of more than 1 year in a missing status when it is determined through the Secretarial Process that the circumstances in the case justify an additional move.

(2) If a mobile home was previously moved under par. 5414-A, HHG may be transported under par. 5316-C2.

D. Storage

1. General. When the identity of the person authorized to receive the HHG of a member referred to in par. 5316-A is:

a. Not known, or

b. Subject to litigation or,

c. Known, but the person has not been located and notified to take custody of the HHG,

the HHG may be stored or continued in storage until a proper disposition can be made.

2. SIT

a. SIT of HHG turned over for transportation within the time limits in par. 5316-B may be authorized/ approved under par. 5236.

b. SIT in excess of 180 days is the financial responsibility of the person for whom transportation is being made.

3. NTS

a. Upon Death. Upon dependent request, HHG of a member who dies while entitled to basic pay may be placed in NTS IAW par. 5232-D17.

b. Absent in a Missing Status. When a member is officially reported as absent for a period of more than 29 days in a missing status, NTS is authorized IAW par. 5232-D18.

c. Change in Status Type. If the member is declared dead while in a missing status, NTS is authorized IAW par. 5232-D19.

E. Missing Status Termination

1. When a missing status is officially terminated and the member is returned to active duty, HHG in NTS may remain there at Gov't expense for the time limit in par. 5232-D20.

2. When the member is not returned to active duty, the transportation authority of HHG placed in NTS under par. 5316-D3b is determined under pars. 5320, 5318 or provisions in par. 5316 which apply upon death of a member, as applicable.

F. Member Officially Reported as Dead, Injured, Ill, or Absent for more than 29 Days in a Missing Status, and Spouse Is Also a Member

1. If an active duty member is married to a member, the deceased, injured, ill, or absent member's HHG may be transported by the spouse ICW the spouse's next immediate PCS under the circumstances authorized in par. 5316-C.

2. The 1-year time limit and the requirement for additional time in par. 5316-B2 do not apply.

3. HHG transportation is in lieu of any other transportation authorized in par. 5316-C.

4. For transportation purposes, the member's and surviving spouse's HHG may be combined, provided the total weight does not exceed the combined weight allowance of 18,000 pounds plus the HHG weight allowance of the surviving spouse.

5. See par. 5316-D3 for NTS.

G. Administrative Instructions. Each Service should issue regulations or instructions necessary for the judicious administration of par. 5316.

5318 RETIREMENT, PLACEMENT ON TDRL, DISCHARGE WITH SEVERANCE OR SEPARATION PAY, OR INVOLUNTARY RELEASE FROM ACTIVE DUTY WITH READJUSTMENT OR SEPARATION PAY (See pars. 5068 and 5140 for related member/dependent transportation)

A. HOS Authorized

1. A member on active duty is authorized HHG transportation from the last or any previous PDS, from a CONUS designated place, from anywhere the member elects (subject to par. 5206), from storage, or any combination thereof, to the member's HOS (under par. 5068) when the member is:

a. Retired for physical disability or placed on the TDRL (without regard to length of service);

b. Retired with pay for any other reason (including transfer to the Fleet Reserve or Fleet Marine Corps

Reserve) immediately following at least 8 years of continuous active duty with no single service break of more than 90 days (B-160488, 14 February 1967);

c. Separated with severance/separation pay immediately following at least 8 years of continuous active duty with no single break of more than 90 days; or

d. Involuntarily released from active duty with readjustment/separation pay immediately following at least 8 years of continuous active duty with no single break of more than 90 days.

2. Except for a member undergoing hospitalization, medical treatment, education/training, or in other deserving cases (pars. 5318-D, 5318-E, and 5318-F), HHG must be turned over for transportation within 1 year following active duty termination.

3. HHG transportation is authorized to a place other than the member's HOS, or part to the HOS and part to some other place, provided the member bears all costs in excess of transportation of the member's maximum PCS HHG weight allowance in one lot to the HOS, HOR, or the PLEAD, whichever provides the greatest cost savings (54 Comp. Gen. 1042 (1975)).

B. Transportation to HOS Not Authorized. A member on active duty is authorized HHG transportation under par. 5320 when the member:

1. Is retired without pay;

2. Has less than 8 years of continuous active duty immediately preceding retirement for any reason other than physical disability; or

3. Has less than 8 years of continuous active duty immediately preceding discharge with severance/separation pay, or is involuntarily released to inactive duty with readjustment/separation pay.

C. Storage

1. General. A member/dependent, authorized HHG transportation under par. 5318-A or 5318-K, is authorized NTS. The authority begins on the date the order is issued and terminates 1 year from the active duty termination date, except as indicated in pars. 5318-D and 5318-H.

2. One-Year Period Extended because of Hospitalization/Medical Treatment. A member undergoing hospitalization/medical treatment on date of active duty termination, or for any period of time during the 1-year period following such date, is authorized NTS under par. 5318-D. Also see par. 5000-B6.

3. SIT

a. SIT of a shipment from NTS under par. 5318-A or 5318-K (when transportation to HOS is authorized or a member on the TDRL is discharged or retired) is authorized only when:

(1) Necessary because of conditions beyond the control of the member, or dependent (if applicable);

(2) Such conditions arise after transportation from NTS; and

(3) Authorized/approved IAW Service regulations.

b. Any portion of a member's HHG not placed in NTS may be placed in SIT under par. 5236 as part of HHG transportation under par. 5318-A or 5318-K.

D. Member Undergoing Hospitalization/Medical Treatment

1. On Active Duty Termination Date

a. A member, authorized HHG transportation to a HOS and confined in/undergoing treatment at, a hospital on the active duty termination date, is authorized HHG transportation if transportation to the HOS is authorized (par. 5318-A) and storage is authorized (par. 5318-C).

b. Authority for HHG transportation and NTS to a HOS expires 1 year after either the date of discharge from the hospital or medical treatment termination, whichever is later. An extension of this time limit may be authorized/approved through the Secretarial Process. See par. 5000-B6.

2. During 1-Year Period after Active Duty Termination Date

a. A member, authorized HHG transportation to a HOS and confined in/undergoing treatment at, a hospital for any period of time during the 1-year period following active duty termination, is authorized HHG transportation until 1 year after the active duty termination date plus a period equal to the member's hospitalization/treatment period. An extension of that time limit may be authorized/approved through the Secretarial Process (par. 5000-B6).

b. The member is authorized NTS until 1 year after the active duty termination date plus a period equal to the hospitalization/treatment period occurring within that year. NTS in excess of this total time is at the member's expense. Further time limit extension for NTS is not authorized.

E. Member Undergoing Education/Training

1. General. A member authorized HHG transportation under par. 5318-A who:

a. On the active service termination date is undergoing education/training to qualify for acceptable civilian employment, or

b. Begins such education/training during the 1-year period following active service termination, or during the longer period authorized/approved under par. 5318-D (if applicable),

is authorized HHG transportation until 1 year after the education/training is completed, or 2 years after the active duty termination date, whichever is earlier. There is no authority to extend NTS beyond the 1 year from active duty termination date, except IAW pars. 5318-D and 5318-H.

2. Further Time Limit Extension for HHG Transportation. A further time limit extension for HHG transportation, may be authorized/approved through the Secretarial Process (par. 5000-B6).

F. Other Deserving Cases

1. An extension of the 1-year time limit in par. 5318-A may be authorized/approved through the Secretarial Process when an unexpected event beyond the member's control occurs which prevents the member from moving to the HOS within the specified time limit.

2. A time limit extension may also be authorized/approved through the Secretarial Process, if in the Service's best interest, or to the member's benefit and not more costly/adverse to the Service. This includes cases where the 1-year time limit has already been extended under pars. 5318-D and 5318-E.

3. Extensions may be authorized/approved only for the specific period of time the member anticipates is needed to complete the move.

4. If, at the expiration of this extension period, additional time is required, the member may request a further extension through the Secretarial Process, citing the reasons for the extension. An additional authorized period for a specific period of time may then be authorized/approved through the Secretarial Process (B-126158, 21 April 1976).

5. Extensions do not extend the Gov't's obligation for storage costs for longer than a 1-year period from the active duty termination date, except where a longer period is authorized under par. 5318-D.

6. The delayed HHG transportation under par. 5318-F must be incident to the member's separation from the Service (B-207157, 2 February 1983).

7. See par. 5000-B6 for restrictions to time limit extensions.

G. Member Required to Vacate Gov't/Gov't-controlled Qtrs or Privatized Housing before Selecting a Home

1. A member authorized HHG transportation under par. 5318-A, who is required by competent authority to vacate Gov't/Gov't-controlled Qtrs or privatized housing before selecting a home, is authorized a short distance HHG move from the vacated Qtrs/privatized housing to a local temporary residence in the vacated Qtrs/privatized housing vicinity.

2. The member's PCS weight allowance applies for this short distance move.

3. HHG transportation is authorized within the prescribed time limits and the member's prescribed weight allowance, from the local temporary residence to the selected home.

H. Recalled to Active Duty before Selecting a Home

1. A member, eligible to select a home under par. 5318-A, who is recalled to active duty before selecting and traveling to such home, and who has HHG in NTS under par. 5318-C, may have the NTS continued from the date the member is recalled to active duty until the member reverts to retired status provided the member is otherwise authorized such storage.

2. If the member is ordered on:

a. TDY incident to the recall, continued storage may be provided only if the member qualifies for special storage under par. 4565-B,

b. A PCS incident to the recall, continued NTS IAW an applicable item in par. Ch 5, Part A5d may be authorized on the PCS order and provided to the member.

3. If the member had HHG in NTS at the time of recall to active duty, when the member reverts to retired status under honorable conditions, the member is authorized NTS (par. 5318-C) and HHG transportation (par. 5318-A) to a HOS.

4. The HHG must be turned over to a carrier for transportation within 1 year after the date the member is released from active duty, following the recall to active duty (i.e., within 1 year from the date the member is released from active duty following the recall and reverts to retired status).

5. If the member dies after reversion to retired status, par. 5318-K applies.

I. Recalled to Active Duty after Selecting a Home. A member recalled to active duty after selecting and traveling to a HOS, is, upon termination of active duty under honorable conditions, authorized HHG transportation to the previous HOS/PLEAD, whichever the member elects for travel allowances.

J. Member on the TDRL Who Is Discharged or Retired. A member on the TDRL, when discharged with severance pay/retired for any reason (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve),

1. Is not authorized HHG transportation ICW such discharge/retirement; but

2. May be eligible for HHG transportation to:

a. HOS (par. 5318-A),

b. Storage (par. 5318-C), or

c. Extensions (par. 5000-B6)

granted because of hospitalization, medical treatment, education, training or other deserving cases (pars. 5318-D, 5320-E, and 5318-F).

K. Member Dies after Retirement/Release

1. After Selecting a Home

a. If a member, authorized HHG transportation to a HOS under par. 5318-A, dies after selecting a home under par. 5068, but before HHG transportation, the HHG may be transported, at the dependents' request, to the member's HOS, or other dependent-selected place, or partly to each.

b. The dependents are financially responsible for all costs in excess of the transportation cost in one lot to the member's HOS.

c. If there are no surviving dependents, the HHG may be transported to the home of the person legally authorized to receive them. That person is financially responsible for all costs in excess of the transportation of the member's maximum PCS HHG weight allowance to the member's HOS.

d. Par. 5318 also applies when the member completed travel to the HOS.

2. Before Selecting a Home

a. If a:

(1) Member, authorized HHG transportation to a HOS under par. 5318-A, dies before selecting a home under par. 5068, or

(2) Home has been selected before HHG transport and the member's travel to the HOS,

the HHG may be transported at Gov't expense at the dependent's request to the member's HOS or the dependent-selected home that would have been authorized under par. 5068-A, or partly to each.

b. The dependents are financially responsible for all costs in excess of the transportation of the member's maximum PCS HHG weight allowance in one lot to the dependent-selected home.

c. If there are no surviving dependents, the HHG may be transported to the home of the person legally authorized to receive them.

3. Time Limits. The same time limits for a member in par. 5318 apply to HHG transportation and NTS made by surviving dependents, or the person legally authorized to receive the HHG.

L. Member Ordered Home to Await Disability Retirement

1. A member:

a. Found by a physical evaluation board unfit to perform the duties of their grade, and

b. Who is ordered home/to a specific location to await another order ICW disability retirement (for the Gov't's convenience) is authorized HHG transportation to the home/specific location.

2. Shipments transported under par. 5318-L may be re-transported when a retirement/other order is ultimately issued.

3. The maximum authorization is for the distance from the member's PDS at the time the member received the order to proceed in an awaiting-orders status, to the point to which the member is authorized incident to retirement, release from active duty, etc., less any amount previously paid for transportation of HHG to the waiting point (32 Comp. Gen. 348 (1953)).

5320 SEPARATION FROM THE SERVICE OR RELIEF FROM ACTIVE DUTY EXCEPT FOR DISCHARGE WITH SEVERANCE OR SEPARATION PAY

NOTE: See pars. 5066 and 5138 for related member/dependent transportation.

A. General

1. A member on active duty, who is separated from the Service or relieved from active duty under par. 5066, is authorized HHG transportation to the location the member elects, from the following:

a. The last or any previous PDS,

b. A designated place, or

c. An authorized place of storage.

2. The member may elect to ship between any locations other than the authorized places if the member assumes financial responsibility for costs in excess of transportation of the member's maximum PCS HHG weight allowance from the authorized origin to the place the member elects under par. 5066. Also see par. 5206-I.

3. If, under par. 5206-I, the member elects HHG transportation to other than the place selected IAW par. 5066, excess costs are computed on the basis of the cost that would have been incurred by the Gov't for transportation of the member's maximum PCS HHG weight allowance in one lot from the last PDS or the actual location of the HHG, whichever would result in a lower cost to the Gov't, to that place.

4. The following are exceptions to the general rule in par. 5320-A1:

a. Separated from the Service or relieved from active duty to continue in the Service (par. 5320-C);

b. Separated from the Service or relieved from active duty upon expiration of enlistment or prescribed term of Service (par. 5320-D);

c. In an RC and called/ordered to active duty for less than 20 weeks, or less than 6 months for initial active duty for training (par. 5320-E);

d. Stationed in CONUS, without dependents, and separated from the Service under other than honorable conditions (par. 5320-I); (For a member stationed in CONUS who has dependents, see par. 5310; for a member stationed OCONUS, with or without dependents, who is separated from the Service under other than honorable conditions, see par. 5298-B.); or

e. Separated under conditions in par. 5318-A.

B. Storage

1. NTS. A member who is authorized HHG transportation under par. 5320-A, 5320-F or 5320-H is authorized NTS. The authority begins on the date the order is issued and terminates at the expiration of the 180th day from the active duty termination date. Also see par. 5320-G.

2. SIT

a. SIT of HHG transported from NTS under pars. 5320-A, 5320-F or 5320-H is authorized only when:

(1) Necessary because of conditions beyond the member's control;

(2) Such conditions arise after HHG transportation from NTS; and

(3) Authorized/approved IAW Service regulations.

b. Any HHG not placed in NTS may be placed in SIT under par. 5236 ICW transportation under par. 5320-A, 5320-F or 5320-H.

C. Separation or Relief from Active Duty to Continue in the Service. A member, separated or relieved from active duty to continue on active duty in a Uniformed Service, is authorized HHG transportation or NTS only if the member is transferred on a PCS in conjunction with reentry into or continuance in the Service.

D. Separation or Relief from Active Duty upon Expiration of Enlistment or Prescribed Term of Service. A member, separated/relieved from active duty due to enlistment expiration or prescribed term of service and who, on the following day, reenters the Service at the station at which separated/relieved with no change of PDS, is not authorized HHG transportation or NTS.

E. Relief from Active Duty for an RC Member Called/Ordered to Active Duty for less than 20 Weeks, or less than 6 Months for Initial Active Duty for Training

1. An RC member who is ordered to:

a. Initial active duty for training for less than 6 months;

b. Active duty (including active duty for training) for less than 20 weeks; or

c. Active duty for training for 20 or more weeks when the active duty is performed at more than one location, but less than 20 weeks at any one location;

is authorized HHG transportation (including SIT NTE 30 days) of the weight allowance in par. 4510-B, upon relief from such duty.

2. An RC member under par. E is authorized HHG transportation (including SIT NTE 30 days) of the weight allowance in par. 4510-B, upon relief from such duty from the:

a. Member's last duty station, or

b. Place to which such HHG were last transported at Gov't expense, to the:

(1) HOR, or

(2) PLEAD or active duty for training.

3. NTS is not authorized.

F. Member Required to Vacate Gov't/Gov't-controlled Qtrs or Privatized Housing upon Separation or Relief from Active Duty

1. A member authorized HHG transportation under par. 5320-A, who is required by competent authority to vacate Gov't/Gov't-controlled Qtrs or privatized housing, is authorized a short distance HHG move from the vacated Qtrs/privatized housing to a local temporary residence in the vacated Qtrs/privatized housing vicinity.

2. The member's PCS weight allowance applies to this short distance move.

3. HHG transportation is authorized, within the time limit in par. 5320-G and the member's weight allowance, from the local temporary residence to the member-elected place under par. 5066.

G. Time Limit

1. Authority for HHG transportation terminates on the 181st day following separation from the Service/relief from active duty, unless a written application for HHG transportation is turned in to a TO/designated representative before the expiration of the 180th day.

2. When a HHG transportation application is made within 180 days, HHG must be turned over for transportation as soon as practicable after the submission.

3. The TO/designated representative determines “practicability” based on the facts and circumstances in each case.

4. In hardship cases, a time limit extension may be authorized/approved for a specific additional period of time through the Secretarial Process.

5. A time limit extension for transportation does not extend the Gov’t’s obligation for storage costs for longer than the period authorized/approved under par. 5320-B (for NTS) or par. 5238 (for SIT).

6. Following the NTS expiration, the HHG must be transported as soon as possible to the final destination.

H. Member Ordered Home to Await the Results of Disability Proceedings

1. A member, who is:

a. Found by a physical evaluation board unfit to perform the duties of the member's grade, and

b. Not authorized a HOS move under par. 5068, but

c. ordered home/to a specific location to await the disability proceedings results, for the GOVT’s convenience

is authorized HHG transportation to the home or to the specific location providing the member, through a signed release, agreed not to contest the initial physical evaluation board results.

2. Authority for HHG transportation when a separation or other order is ultimately issued is in addition to the transportation made under this par.5320.

3. The authority, upon final results of physical disability proceedings, is for the cost for the distance from the member's PDS at the time the member received the order directing the member to proceed in an awaiting-orders status to the point to which the member is authorized incident to separation/relief from active duty, less any amount previously paid for HHG transportation to the waiting point.

I. Member Serving in CONUS Who Has No Dependent and Is Separated from the Service under other than Honorable Conditions

1. A member serving in CONUS, who has no dependent and is separated from the Service under other than honorable conditions, is not authorized HHG transportation or NTS.

2. For a member stationed in CONUS who has a dependent, see par. 5310.

3. For a member stationed OCONUS, see par. 5298-B.

J. Enlisted Member Ordered to a College

1. An enlisted member, who is selected for separation to pursue an undergraduate degree through the ROTC scholarship program is authorized HHG transportation to that college, the HOR, or PLEAD, as the member elects. The member is authorized HHG transportation from:

a. The last or any previous PDS,

b. A designated place, or

c. An authorized place of storage.

2. Transportation may be between other places.

3. The member is responsible for payment of all transportation costs in excess of transportation from the authorized origin to one of the authorized destinations.

4. The member is authorized storage as in par. 5320-B above.

K. Recalled to Active Duty after Separation from the Service or Relief from Active Duty

1. A member, authorized HHG transportation under par. 5320-A, who is recalled to active duty after separation from the Service/relief from active duty, and who has HHG in NTS under par. 5320-B, may have the NTS continued from the date the member is recalled to active duty until the date the member is again separated from the Service/relieved from active duty provided the member is otherwise authorized such storage.

2. If the member is ordered on:

a. TDY incident to the recall, continued storage may be provided only if the member qualifies for special storage under par. 4565-B,

b. A PCS incident to the recall, continued NTS IAW an applicable item in par. Ch 5, Part A5d may be authorized on the PCS order and provided to the member.

3. Regardless, if the member had HHG in NTS at the time of recall to active duty, when the member is again separated from the Service/relieved from active duty under honorable conditions, the member is authorized NTS under par. 5320-B and HHG transportation (par. 5320-A) to a location the member elects under par. 5066.

4. The HHG must be turned over to a carrier for transportation within 180 days after the date the member is separated/released from active duty, following the recall to active duty.

5321 HHG TRANSPORTATION FOR DEPENDENT(S) RELOCATING FOR PERSONAL SAFETY

See par. 5153.

CHAPTER 5: PERMANENT DUTY TRAVEL

PART A: 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 home port 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 home port 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-C 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				
	Per Diem		MALT	Total
Member	$142/day x 8 days ($1,136)	+	2,665 miles x $.23/mile ($612.95)=	$1,748.95
Spouse	$106.50/day x 8 days ($852) = (75% of the member's per diem)			$ 852.00
1st Child	$106.50/day x 8 days ($852) = (75% of the member's per diem)			$ 852.00
2nd Child	$106.50/day x 8 days ($852) = (75% of the member's per diem)			$ 852.00
TOTAL				$4,304.95

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				
	Per Diem		MALT	Total
Member	$142/day x 8 days = $1,136	+	2,665 miles x $.23/mile ($612.95) =	$1,748.95
Spouse	$142/day x 8 days = $1,136	+	2,665 miles x $.23/mile ($612.95) =	$1,748.95
1st Child	$106.50/day x 8 days ($852) =			$ 852.00
2nd Child	$106.50/day x 8 days ($852) =			$ 852.00
TOTAL				$5,201.90

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 ($5,201.90) minus the cost of the member, spouse and 2 children, performing concurrent travel in 1 POC ($4,304.95). 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 $5,201.90 (Step 2) - $4,304.95 (Step 1) =	$896.95
3. Total out of pocket expense for the member to 'drive one & ship one' is $1,500 - $870.95 =	$ 603.05

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)				
	Per Diem		MALT	Total
Member 1	$142/day x 8 days ($1,136)	+	2,665 miles x $.23/mile ($612.95) =	$1,748.95
Member 2	$129/day x 8 days ($1,136)			$ 1,136.00
1st Child 75% of Mbr 1 Per Diem	$106.50/day x 8 days ($852) =			$ 852.00
2nd Child 75% of Mbr 2 Per Diem	$106.50/day x 8 days ($852) =			$ 852.00
TOTAL				$ 4,588.95

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				
	Per Diem		MALT	Total
Member 1	$142/day x 8 days = $1,136	+	2,665 miles x $.23/mile ($612.95) =	$1,748.95
Member 2	$142/day x 8 days = $1,136	+	2,665 miles x $.23/mile ($612.95) =	$1,748.95
1st Child 75% of Mbr 1 Per Diem	$106.50/day x 8 days ($852) =			$ 852.00
2nd Child 75% of Mbr 2 Per Diem	$106.50/day x 8 days ($852) =			$ 852.00
TOTAL				$5,201.90

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 ($5,201.90) minus the cost of both members and 2 children, performing concurrent travel in 1 POC ($4,588.95). 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 $5,201.90 (Step 2) - $4,588.95 (Step 1) =	$612.95
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: 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.

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-C 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. 5163.

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 Installation Transportation Officer).

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 member'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. 2605-B for the official distance from the TDY station en route to the new PDS plus a per diem for the member at the rates prescribed in par. 5026.

b. Dependent(s) Travel and Transportation Allowances. If a dependent:

(1) Accompanies the member and/or picks up a POV from the designated POV port/VPC, dependent travel and transportation allowances are IAW par. 5092.

(2) Picks up the POV from the designated POV port/VPC without traveling to the TDY en route location, dependent travel and transportation allowances are IAW par. 5354-D.

5356 POV PURCHASED IN A NON-FOREIGN OCONUS AREA

A. Restriction. POV transportation is not authorized when a POV is purchased in a non-foreign OCONUS area by a member not permanently assigned in that non-foreign OCONUS area at the time of the purchase, unless the POV is used by the member/dependent for transportation at the member's OCONUS PDS.

B. Exception. This does not apply to alternate port transportation authorized by the Secretary Concerned.

5358 RENTAL VEHICLE REIMBURSEMENT WHEN MOTOR VEHICLE TRANSPORTED AT GOV'T EXPENSE ARRIVES LATE

A. General. This par. applies to Gov't authorized movement of a POV for a member/dependent(s) under:

1. PCS orders,

2. Unusual/emergency circumstances, and/or

3. Various other situations that may not be directly related to a PCS.

B. Designated Delivery Date. A POV has not "arrived" at the authorized destination if it is not available for delivery to the member on/before the designated delivery date.

C. Mandatory Expense Reimbursement. If the member/dependent(s) POV, transported at Gov't expense for their use does not arrive at the authorized destination by the designated delivery date, the Secretary Concerned must have the member reimbursed for expenses incurred to rent a motor vehicle for member/dependent(s) use.

D. Reimbursement Limitations

1. Reimbursement, by law, may not exceed $30/day beginning the day a member first rents a motor vehicle after the designated delivery date, and runs for 7 days or until the date the member's POV is available for delivery to the member, whichever occurs first.

2. The maximum reimbursement is $210. See par. 5358-E for examples.

E. Examples

1. Example 1

Required Delivery Date:	26 June
Member arrives at destination:	3 June
Member rents a vehicle:	3 June
Member receives notice POV arrived & ready for P/U:	22 June
Maximum Reimbursement Amount Authorized:	$00

2. Example 2

Required Delivery Date:	14 June
Member arrives at destination:	3 June
Member rents a vehicle:	15 June to 25 June
Member receives notice POV arrived & ready for P/U:	22 June
Maximum Reimbursement Amount Authorized:	$210
(15 to 21 June – 7 days @ $30/day = $210.00)	

3. Example 3

Required Delivery Date:	2 June
Member arrives at destination:	21 May
Member rents a vehicle on:	5 June & 6 June
	11 June to 14 June
	28 June
Member is notified vehicle is ready for P/U:	29 June
Member Reimbursement Amount Authorized:	$210
(7 days vehicle rental @ $30/day = $210)	

4. Example 4

Required Delivery Date:	30 January
Member arrives at destination:	1 January
Member rents a car:	2 January
Member is notified vehicle is ready for P/U:	1 February
Maximum Reimbursement Amount Authorized:	$60
30 & 31 Jan – 2 days @ $30/day = $60	
Authority does not start until after the required delivery date.	

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. 5153.

5364 EXCESS COST COLLECTION

Excess transportation costs, incurred by the Gov't must be collected (pars. 1015-C2h, 2000-C 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)).

CHAPTER 5: PERMANENT DUTY TRAVEL

PART A: 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);

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;

4. Authorized POV transportation due to a change in a ship's home port and there is more than 30 days between the ship's departure from the old home port and arrival at the new home port; or

5. Authorized POV transportation due to a unit PCS and the unit is deployed more than 30 days en route.

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 officer/TO 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 officer/ TO to personally arrange POV transportation, the member is reimbursed for the actual transportation cost. If the POV is driven, the member is reimbursed the automobile mileage rate for the official round trip distance. Travel time computed under par. 5012 is allowed for the round trips to deliver and/or pick up a POV under par. 5382-A.

D. Delivery/Pick Up

1. The Service concerned may elect to transport a member's POV to and/or from the storage facility.

2. Vehicle storage transportation reimbursement may only be paid as mileage (par. 2600) and is only for the round trip distance from the old PDS to the closest VPC/loading port servicing the old PDS. This limitation does not apply to a member who stored a vehicle commercially with Gov't reimbursement for storage expenses at a location other than the closest VPC/loading port servicing the old PDS before 1 June 2003.

3. A roundtrip is authorized to:

a. Deliver the POV to the storage facility, and

b. Pick up the POV from the storage facility.

4. These roundtrips are available only if POV delivery and/or pickup is:

a. Not concurrent with PCS travel, or

b. ICW TDY on a contingency operation.

5. For this Section, an RC member's PLEAD is the PDS. For POV delivery to storage upon the first PCS, the "old PDS" is the member's HOR/PLEAD. For POV pick up upon separation or retirement, the "new PDS" is the HOR/authorized HOS of the member under par. 5068-A1.

E. Delivery Accomplished Concurrently with Member's PCS Travel and No TDY En Route Is Involved

1. Delivery - Travel to Passenger Port via Storage Facility. An eligible member and/or dependent(s) who travel via the designated storage facility are authorized PCS allowances (including per diem) for direct travel from the old PDS to the designated storage facility and from the designated storage facility to the passenger POE.

2. Delivery - Travel to Storage Facility via Passenger Port. An eligible member, who travels from the old PDS to the passenger POE to drop off dependents, then to the designated storage facility, and then returns to the passenger port, is paid PCS allowances (including per diem) from the old PDS to the passenger POE for self and dependents, plus PCS allowances for self from the passenger port to the designated storage facility. Reimbursement for travel back to the passenger POE is not authorized.

F. Pick Up Accomplished Concurrently with Member's PCS Travel and No TDY En Route Is Involved. An eligible member (and/or dependent(s)) who travels via the designated storage facility is authorized PCS allowances (including appropriate per diem) for direct travel from the passenger POD to the designated storage facility and then to the new PDS.

G. Delivery/Pick Up from a Designated Storage Facility Accomplished Concurrently with TDY En Route

1. Delivery to a Designated Storage Facility ICW TDY En Route. An eligible member who delivers a POV to a designated storage facility ICW a PCS to a foreign/non-foreign OCONUS (par. 5374) PDS with TDY en route, is authorized:

a. MALT for one authorized traveler for the official distance from the old PDS to the TDY station(s) en route plus a per diem (par. 5026);

b. MALT for one authorized traveler for the official distance from the TDY station to the designated storage facility; and

c. PCS allowances (including appropriate per diem) for direct travel from the designated storage facility to the passenger port.

2. Pick Up in ICW TDY En Route. An eligible member, who picks up a POV from a designated storage facility ICW PCS travel to/from an en route TDY station, is authorized:

a. PCS allowances (including appropriate per diem) for direct travel from the passenger port to the designated storage facility;

b. MALT for one authorized traveler for travel for the official distance from the designated storage facility to/from the TDY station; plus a per diem for the member at the rates prescribed in par. 5026; and

c. MALT for one authorized traveler for the official distance from/to the TDY station en route to the new PDS plus a per diem for the member at the rates prescribed in par. 5026.

3. Dependent Travel and Transportation Allowances. When a dependent(s):

a. Accompanies the member and/or delivers the POV to the designated storage facility, dependent travel and transportation allowances are computed using par. 5092.

b. Picks up the POV from the designated storage facility without traveling to the TDY en route location, dependent travel and transportation allowances are IAW par. 5382-F.

5384 STORAGE FACILITIES USED

A. Designated Storage Facilities. The Services, through their Secretarial processes, may designate POV storage facilities (par. 5378).

B. Personally Procured POV Storage

1. Commercial Storage Facilities

a. General. Commercial storage facilities include storage facilities at which anyone may store a POV (i.e., not limited to the particular member/service members in general).

b. Storage Reimbursement. A member may be reimbursed for storing one POV at a commercial facility (par. 5378).

c. Travel Reimbursement. A member may be reimbursed for travel to/from a commercial storage facility NTE the cost of travel to the Service designated storage facility.

Example: A member stationed in Fort Bragg, NC, chooses to store a POV in a commercial storage facility in Raleigh, NC. The Service designated facility is in Goldsboro, NC. Member may be reimbursed for travel to/from the commercial facility NTE the cost of travel to/from Fort Bragg to Goldsboro.

2. Non-commercial Storage Facility

a. General. Storage in a private residence, garage, or on a private lot does not constitute storage at a commercial facility.

b. Storage Reimbursement. A member who stores a POV at a non-commercial storage facility must not be reimbursed for the costs associated with the POV vehicle's storage.

c. Travel Reimbursement. A member who stores a POV at a non-commercial storage facility must not be reimbursed for the costs associated with or transportation to/from storage.

5386 FACTORS AFFECTING POV STORAGE

A. Order Amended, Modified, Canceled, or Revoked

1. A POV stored or shipped after PCS order receipt/notification of deployment on a contingency operation may be removed and shipped/transshipped to the proper destination, including the old or current PDS, at Gov't expense, if the PCS/contingency operation notification order is later amended, modified, canceled, or revoked.

2. If less than 12 months remain on an OCONUS tour, the POV may not be removed from storage for shipment. The exceptions for HHG transportation in par. 5194 apply to this subpar..

B. Storage before an Order is Issued. POV storage is permitted before a PCS order/contingency operation order/notification is issued to a member. A written statement must support the storage request:

1. From the PCS/contingency operation designating AO or the designated representative that the member was advised before such an order/notification was issued, that it would be issued, and

2. Signed by the shipping applicant agreeing to be financially responsible for:

a. The entire storage cost if the PCS order/contingency order/notification to authorize storage is not issued later, and

b. Any additional POV transshipment costs to another storage facility required because the PDS named in the order is different than the PDS named in the statement required in par. 5386-B1 (or return to the current PDS if the contingency order/notification is not issued).

3. The length of time before a PCS order/contingency operation notification is issued, during which a member may be advised that the PCS order/notification is to be issued, may not exceed the relatively short period between the time when a determination is made to order the member to make a PCS (or take part in the contingency operation) and the date the order/contingency operation notification is actually issued.

4. General information furnished to the member concerning PCS order/contingency operation notification issuance before the determination is made to actually issue the order/notification (e.g., eventual release date from active duty, expiration date of service term, retirement eligibility date, expected rotation date from foreign/non-foreign OCONUS (par. 5374) duty, anticipated contingency departure date, etc.) is not advice that the order/notification is to be issued (52 Comp. Gen. 769 (1973)).

C. Time Limitation. Unless otherwise prescribed in the JTR, POV storage for a member may be initiated any time while the order remains in effect and prior to receipt of the next PCS order, as long as the POV storage is incident to the member's PCS rather than for personal reasons (45 Comp. Gen. 589 (1966); B-183436, 22 July 1975).

5388 RESTRICTIONS

A. Vehicle Size

1. A member, who stores a POV that exceeds the SDDC storage contract maximum standard size, is financially responsible for any storage cost caused by the vehicle's excess size (pars. 1015-C2h, 2000-C 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-C 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: MEMBERS ONLY

SECTION 6: POV TRANSPORTATION AND STORAGE

SUBSECTION d: POV TRANSPORTATION ICW ERD

5394 POV TRANSPORTATION ICW ERD

NOTE: See par. 5153 for POV transportation for a dependent relocating for personal safety.

A. OCONUS Dependent Transportation Authorized

1. An order authorizing dependent transportation from OCONUS (under pars. 5098, 5100, 5102, and 5104) also may authorize transportation of one POV to the designated POV unloading port/VPC ordinarily serving the place to which the dependent is authorized to travel.

2. Diversion or re-consignment is permitted of a POV en route to the designated OCONUS POV unloading port/VPC serving the member's PDS on the date the dependent is authorized to travel. See pars. 5098, 5100, 5102, and 5104.

B. Dependent Currently at an Appropriate Destination – an Order Is Not Issued. When a dependent travels from the member's OCONUS PDS to an appropriate destination under circumstances enabling an authorized order (par. 5102), transportation of one POV from the designated POV loading port/VPC serving the OCONUS PDS may be authorized/approved if an order is supported by the member's commanding officer's determination IAW par. 5276-C4 and later issued:

1. Directing dependent travel under the conditions of par. 5102, and

2. Providing POV transportation to the designated POV VPC/unloading port ordinarily serving the location that dependent travel would have been authorized.

C. Ex-Family Member Travel Incident to Divorce/Annulment.

1. If ex-family member travel under par. 5104 is authorized, POV transportation also may be authorized.

2. The POV must be turned over to a TO within 1 year after the final decree of divorce or annulment effective date.

D. Dependent Return to OCONUS Areas Authorized. Return POV transportation to OCONUS is not authorized even if a dependent is permitted to return to the OCONUS PDS at Gov't expense (par. 5098, 5100, or 5102).

E. Authority on the Next PCS. A member who transported a POV under par. 5394-A, 5394-B or 5394-C has no further POV transportation authority from the last or any previous OCONUS PDS to CONUS.

CHAPTER 5: PERMANENT DUTY TRAVEL

PART A: MEMBERS ONLY

SECTION 7: MOBILE HOME TRANSPORTATION

5396 SCOPE

A. General. This Part prescribes mobile home transportation allowances for a member ordered to make a PCS move.

B. Mobile Home Definition. See App A.

C. Additional Allowances. Transportation of the TDY HHG weight allowance under Ch 4, Part I (for TDY en Route) is authorized in addition to mobile home allowances.

D. Limitations

1. Mobile home transportation precludes UB/HHG transportation for PCS moves within CONUS, within Alaska, or between CONUS and Alaska (unless such HHG were removed from the mobile home for safe transportation under par. 5420-I).

2. The member may not request/accept payment, for PCS HHG weight allowance transportation at Gov't expense for PCS moves within CONUS, within Alaska, or between CONUS and Alaska on the same order used for mobile home transportation.

3. The member may receive mobile home transportation allowances to a designated place IAW par. 5404 and may later transport UB/HHG or transport a mobile home IAW par. 5404.

E. Constructed Gov't Cost

1. General. The constructed Gov't cost to transport:

a. The mobile home,

b. Any HHG removed from the mobile home (par. 5420-I), and

c. Unaccompanied baggage/HHG

to the new PDS for the member's use, cannot exceed the Gov'ts 'Best Value' cost to transport the member's maximum PCS HHG weight allowance between the old/new PDSs.

2. 'Best Value' Transportation

a. The member's maximum cost authorization (Armed Forces and NOAA) is determined by using the 'Best Value' methodology for the channel times the member's authorized maximum HHG weight amount for grade/dependency status. FOR PHS: The Gov't's cost to transport the member's maximum PCS weight allowance is determined by using the method PHS would have selected to transport the member's HHG.

b. Constructed mobile home transportation is always the 'Best Value' transportation cost of the member's maximum PCS HHG weight allowance between the authorized points.

3. 'Best Value' Determination. For details on 'Best Value' costs are determined see the USTRANSCOM website.

4. Example. A member moves from a PDS in NC to a PDS in CA. The mobile home is moved from NC to MO. The mobile home transportation cost from NC to MO is compared to the PCS HHG weight allowance transportation cost from NC to CA.

5398 ELIGIBILITY

A. General. A member authorized HHG transportation at Gov't expense may be authorized mobile home transportation allowances, in lieu of HHG transportation, when the conditions in this par. are met.

B. Acquisition. The mobile home is acquired on/before the member's PCS order effective date;

C. Mobile Home Used as Residence. The member certifies that the member/member's dependents intend to use the mobile home as a residence at the location to which it is being moved. See par. 5404-D for exceptions.

D. Mobile Home Condition. The mobile home body and chassis, including tires and tubes, are in fit condition at the member's (or dependent's/heir's) expense and to the Gov't's satisfaction to withstand the transportation rigors. See par. 5404-F for mobile home body and chassis preparation costs that are reimbursable or that may be performed at Gov't expense; and

E. Authorized Movement. The member is ordered on a PCS between authorized locations (par. 5404), or mobile home transportation is authorized under par. 5420, 5414 or 5424.

5400 FUNDS ADVANCE

1. Mobile home transportation allowances may be paid in advance when mobile home transportation (including necessary incidental expenses) is personally procured.

2. The advance is NTE the estimated amount allowable.

3. An advance may not be paid directly to a carrier.

5402 GEOGRAPHIC LIMITATIONS

A. Origin/Destination Points. A member (or dependent/heir) may only be authorized mobile home transportation allowances:

1. Within CONUS,

2. Within Alaska,

3. Between CONUS and Alaska,

4. Through Canada en route between Alaska and CONUS,

5. Through Canada between one CONUS point and another (e.g., between Buffalo, NY, and Detroit, MI),

6. From the old CONUS or Alaska PDS to a border crossing point/appropriate port, or

7. From a border crossing point/appropriate port in CONUS to a new CONUS PDS or in Alaska or from a border crossing point/appropriate port in Alaska to a new Alaska PDS.

B. Appropriate Port. An appropriate port is a port within CONUS or Alaska ordinarily used when a mobile home is transported at personal expense between a port in CONUS or Alaska and a PDS neither in CONUS nor Alaska.

C. Border Crossing Point. A border crossing point is a crossing point between CONUS (or Alaska) and Canada (or Mexico) ordinarily used for mobile home movement.

D. Cost Limitation. Mobile home transportation is limited to the cost to the Gov't to transport the member's PCS HHG weight allowance between the old and new PDSs.

5404 TRANSPORTATION

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

B. Member Married to Member. A member married to member couple may combine their prescribed PCS HHG weight allowances to determine the maximum amount the Gov't may pay to move their mobile home when each member is:

1. Authorized a mobile home allowance, and

2. Authorized movement of a mobile home on a PCS order.

C. Member Married to Employee. When one spouse is a 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 TO for shipment IAW time limits in par. 5316-B3, 5318-A. or 5320-G.

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:

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;

5. Municipal, state, and/or local permits; and

6. Preparations fees (see par. 5408-E).

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 TO 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-C 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, pars. 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 Hawaii and 1,000 lbs. of HHG are transported from Hawaii 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 TO.

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 par. 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 TO.

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 TO/other officer designated by the Service concerned.

b. Requests for authorization/approval of additional storage should be submitted following Service procedures. Among the reasons for which additional storage may be authorized/approved are:

(1) Serious illness of the member;

(2) Serious illness or death of a dependent;

(3) Directed TDY after arrival at PDS;

(4) Non-availability of suitable permanent location for mobile home; or

(5) Acts of God.

C. Order Amended, Modified, Canceled or Revoked

1. Order Amended/Modified. After the date the mobile home was released to a TSP or the Gov't for shipment/SIT, a member whose PCS order is amended/modified before the member arrives at the initially directed new PDS is authorized the storage type authorized under the original PCS order until the amended/modified order effective date. After that the amended/modified PCS order establishes the storage allowance.

2. Order Canceled/Revoked. A member on a PCS order, that is canceled/revoked after the date a mobile home is released to a TSP or /the Gov't for shipment/SIT, is authorized the storage type authorized under the original PCS order until the date of cancellation/revocation. After that the member is authorized SIT with mobile home return shipment/delivery to an authorized place.

D. Another PCS Order Is Issued after the Member Arrives at the New PDS. A member who receives another PCS order after arriving at a new PDS, and whose mobile home is in SIT when the PCS order is received, is authorized continued SIT (regardless of the time limit prescribed in par. 5422-B) until the new PCS order effective date or for 180 days, whichever occurs first. The new PCS order establishes a subsequent storage authorization.

5424 MOBILE HOME TRANSPORTATION ICW EARLY RETURN OF DEPENDENT(S) ERD

A. General

1. Mobile home transportation in lieu of shipping HHG (par. 5208-D3) is authorized IAW Ch 5, Part A7 to a member authorized HHG transportation under pars. 5276-A1, 5276-B, and 5276-C1, 5276-C2, 5276-C3, 5276-C7, and 5276-C8:

a. To a CONUS designated place, or

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

2. The order authorizing dependent transportation under Ch 5, Part A3c also may authorize HHG/mobile home transportation and should specify which of the above cited par. 5276 paragraph(s) authorizes the transportation.

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

B. Member Assigned to Full PCS Weight Allowance Area. The amount the Gov't pays for mobile home and HHG (par. 5208-D3) transportation to the designated place may not exceed what it would have cost the Gov't to transport the member's PCS weight allowance from the OCONUS PDS to the designated place.

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

C. Member Assigned to Administrative Weight Restricted Area

1. General. The mobile home may be transported from a point in CONUS (or Alaska, if applicable) to the designated place. The Gov't's cost for transporting the mobile home may not exceed what it would have cost the Gov't to transport the member's PCS weight allowance, minus the weight of HHG transported from OCONUS, from the:

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

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

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

3. Examples

a. Example 1. Member was assigned to Fort Carson, CO, and bought a mobile home while there. The member was then assigned to an administrative weight restricted area in Germany, and was restricted to transportation of 2,500 lbs. of HHG to Germany. The member left the mobile home in the Fort Carson area. The dependents accompanied the member to Germany. After residing there for a year, the dependents return early and 1,000 lbs. of HHG/unaccompanied baggage are transported from Germany to the designated place in Detroit, MI. The member requests the mobile home be moved from Fort Carson to Detroit. The member has a 12,500-pound PCS weight allowance. Member has 11,500-pound PCS weight allowance remaining. The member's authority for mobile home transportation is computed based on what it would have cost to transport 11,500 lbs. of HHG from Fort Carson to Detroit. The computation most advantageous to the member is based on the distance from Fort Carson to Detroit, not the CONUS port (Bayonne, NJ) to Detroit.

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

CHAPTER 5: PERMANENT DUTY TRAVEL

PART A: MEMBERS ONLY

SECTION 8: PET QUARANTINE

5426 GENERAL

This Part clarifies pet quarantine reimbursement for PCS moves.

5428 PET QUARANTINE REIMBURSEMENT

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

5430 GENERAL PET INFORMATION

A. Gov't Funded Pet Transportation Not Authorized. Pet transportation for a household pet (defined as a cat or dog) is not a reimbursable expense, except when transportation is incident to an evacuation from a foreign PDS IAW par. 6070.

B. Pet Quarantine Information. The following websites contain useful information on pet quarantine: http://www.aphis.usda.gov/import_export/animals/animal_import/animal_imports.shtml or http://www.cdc.gov/ncidod/dq/animal/index.htm

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

D. Contact Information

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

2. Obtaining Permits through the FWS. See http://www.fws.gov/permits/ for obtaining permits through the FWS,3. Traveling Abroad with A Bird. A fact sheet for traveling abroad with your bird is found at . http://www.fws.gov/international/travel-and-trade/traveling-with-your-pet-bird.html.

4. Convention on International Trade in Endangered Species (CITES). Applications for travel with pet birds and other CITES listed species is found at http://forms.fws.gov/3-200-46.pdf.

E. Related Restrictions. The following related restrictions apply to pet quarantine and/or transportation reimbursement. Any cost related to these exclusions is the traveler's financial responsibility. Reimbursement is not authorized.

1. TLE or TLA – lodging expense incurred for the member's pet, (e.g., a second hotel room (pars. 5434 and 9150-A)). Adopted from GSBCA 15843-RELO, 24 July 2002.

2. Kennel/boarding fees (e.g., traveler pays a fee to board a pet at an animal hospital while the carrier prepares the HHG for shipment at the traveler's residence). Adopted from GSBCA 16104-RELO, 19 June 2003.

3. Non-transportation and handling pet related expenses (e.g., boarding fees, immunizations/inoculations, country entry fees, micro-chipping, and examination costs which are necessary to bring a pet to the new PDS). Adopted from GSBCA 16827-RELO, 14 April 2006.

5432 TRAVELER AND/OR DEPENDENT TRANSPORTATION ASSOCIATED WITH PET SHIPMENT

When traveler and/or dependent transportation includes a pet shipment, see the NOTE in App P, par. A6a.

CHAPTER 5: PERMANENT DUTY TRAVEL

PART A: MEMBERS ONLY

SECTION 9: TEMPORARY LODGING

5434 CONUS TEMPORARY LODGING EXPENSE (TLE)

A. Purpose. TLE is an allowance intended to partially pay members for lodging/meal expenses incurred by a member/dependent(s) while occupying temporary lodging in CONUS ICW a PCS.

B. TLE AUTHORIZED

1. General. A member is authorized TLE reimbursement NTE the number of days authorized in par. 5434-D:

a. Before leaving the old CONUS PDS, designated place (App A), a member's CONUS HOR, and/ or technical school if the member is reporting to the first PDS;

b. After arriving at the new CONUS PDS, designated place , and the member's first PDS, if the member is reporting there from HOR or initial technical school;

c. When house hunting is performed after the member completes PCS travel to the new PDS (i.e., in conjunction with a PCS after arrival at the new PDS);

d. For the elapsed time between PDSs when per diem is not payable;

e. When the member's PCS order is cancelled or revoked after the member occupies temporary Qtrs. The member is authorized TLE reimbursement up to the maximum number of days allowable;

f. Upon initial arrival at a CONUS PDS and waiting for Gov't Qtrs assignment, or while completing arrangements for other permanent living accommodations when Gov't Qtrs are not available.

g. For an acquired dependent(s) for the next PCS assignment which also includes the vicinity of the place at which the dependent was acquired, or

h Incident to a move when entering active duty to the first PDS.

2. TLE Location. The TLE days covered must be used in the vicinity of the old/new PDS, designated place, and/or the member's CONUS HOR or initial technical school if the member is ordered to active duty.

3. Examples

a. If a member has 8 days elapsed time (e.g., proceed, delay, travel, etc.) between PDSs and the allowable travel time is 7 days, the member may be paid TLE for one day if spent near the old or new PDS. The additional available TLE days may be claimed for days spent:

(1) Near the old PDS before (or after) the member checked out of the activity at the old PDS; and/or

(2) At a designated place (App A) en route; and/or

(3) Near the new PDS before (or after) the member checked into the new activity at the new PDS.

b. If a member has 22 days elapsed time between PDSs and the allowable travel time is 7 days, the member may be paid:

(1) The maximum allowable TLE allowance for days spent at/near the old/new PDS; or

(2) A designated place en route as described in the 8 day example.

C. TLE Not Authorized. A member is not authorized TLE:

1. When leaving active duty; or

2. For a house hunting trip taken before the member moves to the new PDS (i.e., not in conjunction with a PCS); or

3. On behalf of dependent(s) acquired after the a PCS order effective date; or

4. On behalf of dependent(s) who returned from an OCONUS location prior to PCS order issuance (Ch 5, Part A3c); or

5. On behalf of dependent(s) relocating for personal safety (par. 5153); or

6. When ordered to ITDY, or

7. When a Selected Reserve member is authorized limited PCS allowances from primary residence to duty station IAW par. 5605.

D. Time Limitations

1. CONUS. TLE reimbursement is limited to10 days for a member who:

a. PCSs to a CONUS PDS. A member may split the days among old CONUS PDS, new CONUS PDS, and designated place in CONUS, but may not use TLE at the old OCONUS PDS (par. 9150); or

b. Reports to the first CONUS PDS from the HOR or initial technical school. A member may split the days among CONUS HOR, initial technical school, CONUS designated place and CONUS PDS, but not OCONUS; or

2. OCONUS. TLE reimbursement is limited to 5 days for a member who:

a. PCSs to an OCONUS PDS. A member may split the days between old CONUS PDS and designated place in CONUS, but may not use TLE at the new OCONUS PDS (par. 9150); or

b. Reports to the first OCONUS PDS from the HOR or initial technical school. A member may split the days between CONUS HOR, initial technical school, and CONUS designated place, but not OCONUS (par. 9150).

E. Temporary TLE Increase

1. General. The maximum temporary TLE increase period is 60 days for a PCS to a CONUS PDS for which the Secretaries Concerned have collectively prescribed a temporary increase due to:

a. A major disaster (PDS must be located in a Presidentially declared disaster area), or

b. A sudden increase in the number of members assigned to the PDS.

2. TLE Temporarily Increased Locations:

Location	Effective Dates	Number of TLE Days
None		

3. Limitations

a. Any TLE days used at the old CONUS PDS (on a PCS to a location with an extended TLE period) are deducted from the maximum number available at the extended TLE location.

b. On departure from an extended TLE location, the '10 day' or '5 day' TLE length rules apply.

4. Reimbursement Criteria. Reimbursement for a location authorized a temporary TLE increase (par. 5434-E2) is based on the following criteria:

a. The eligible member arrives before/after and ends within the effective TLE dates NTE the maximum number of TLE days for the location.

b. The member is eligible for 5 or 10 days, whichever is applicable per par. 5434, if the TLE start date is within the location effective date but terminates beyond the authorized dates; or if departing the PDS.

5. Examples

a. Member Reports before the Start of the Extended Period. If the full 10 TLE days are used before the start of the extended period, no further TLE is authorized for that PCS. If the 10 day period extends into the extended period, the member's TLE may extend for the maximum number of days (less any days used at the old CONUS PDS).

b. Member Departs before the End of the Extended Period. Since the extended period is intended to accommodate members ordered to the extended TLE location, the 10 day' or 5 day TLE rules apply on departure.

F. Temporary Qtrs

1. General. Temporary Qtrs for the member/dependent(s):

a. Must be a temporary residence; and

b. Must be in the vicinity of the old and/or new PDS/designated place ; and

c. May be allowed if assigned family type Gov't Qtrs are not occupied because:

(1) HHG have not been shipped from the old PDS; or

(2) HHG have not been received at the new PDS; or

(3) Gov't Qtrs are undergoing repair/renovation; or

(4) HHG have been packed, picked up and/or shipped from the losing PDS; or

(5) For similar reasons.

2. Lodging Receipts. Lodging receipts are required by DoD FMR 7000.14-R, Volume 9.

3. Lodging with Friends/Relatives. When the member/dependent(s) stay with friends/relatives, lodging cost is

not authorized but the TLE meal portion is payable.

G. Reimbursement

1. Member Married to Member. When both spouses are members:

a. Each may be reimbursed up to $290/day, and

b. Both may not claim the same dependent(s) for TLE on the same days, and

c. One member may not claim the other member for TLE payment, and

d. TLE may be paid, in addition to TQSE for employees, (Ch 5, Part B9) as long as TLE and TQSE payments cover different expenses. Duplicate payment for the same expenses is not authorized.

e. The couple may not each receive PCS travel and transportation allowance payments for the same purpose or expense (54 Comp. Gen. 892 (1975)).

2. Per Diem Rate. The locality per diem rate based on the PDS (or designated place, HOR or initial follow on technical training, if applicable) location is used for TLE reimbursement.

3. Maximum TLE Reimbursement. :

a. General

(1) A member may be reimbursed a maximum of $290/day for TLE expenses when the member and dependent(s) occupy temporary Qtrs on the same or different days (B-221732, 10 April 1987); and

(2) A member may choose the days TLE is claimed when occupying temporary Qtrs on different days than the dependent(s); and

(3) Dependent(s) may occupy temporary Qtrs on different days, but TLE is determined as if lodgings were occupied on the same days; and

b. Gov't Qtrs

(1) A member should use adequate and available Gov't Qtrs on the U.S. Installation from which departing and/ or to which ordered. This applies to all TLE while in the vicinity of the old PDS before actual departure and while in the vicinity of the new PDS after actual arrival.

(2) There is no requirement to use Gov't Qtrs in the vicinity of a designated place (see App A).

(3) For TLE purposes, when Gov't Qtrs are available and other lodgings are used, lodging reimbursement is limited to the Gov't Qtrs' cost or locality lodging rate, whichever is lower.

(4) Per USD(P&R) Memorandum, dated 29 August 1995, DoD travelers are not required to obtain paper non-availability statements to justify reimbursement for commercial lodging and per diem.

(5) Non-availability must be documented, by the member, by one of the following:

(a) A non-availability confirmation number provided by the Service's lodging registration process; or

(b) The date the member attempted to make reservations, along with the phone number and name of the billeting office PoC; or

(c) Member certification that Gov't Qtrs were not available before departure from the old PDS and/or after arrival at the new PDS.

4. Reimbursement Example:

a. A member occupies temporary Qtrs at the new PDS for 12 days (1 to 12 April).

b. The member's dependent(s) also occupy temporary Qtrs for 12 days (18 to 29 April).

c. The member selects 1 to 10 April (member) and 18 to 27 April (dependents) for TLE.

d. Reimbursement for the daily combined total expenses of the member and dependent(s) (e.g., 1 April for the member and 18 April for the dependents) must not exceed $290/day.

5. Reimbursement Computation

a. Step 1: Determine the Daily Lodging Ceiling and M&IE Rate. Multiply the percentage in the following table by the applicable locality lodging and M&IE rates.

No. of Eligible Persons Occupying Temporary Qtrs	Percentage Applicable
Member or 1 dependent:	65%
Member and 1 dependent, or 2 dependents only:	100%
For each additional dependent age 12 and over, add:	35%
For each additional dependent under age 12, add:	25%

NOTES: The above percentage factors are used for both lodging and M&IE unless:

1. For member married to member couples, each spouse begins with 65%. Each dependent then increases the percentage for the member claiming that dependent as shown in Examples 3 and 4.

2. For a member with multiple dependents occupying the same temporary lodging, add each dependent starting with the oldest dependent to get the correct percentage rate as shown in examples 2, 4 and 5. A member with two dependents, one over 12 and one under 12 is 125% (member and dependent over 12 is 100%, dependent under 12 is 25%).

b. Step 2: Determine the Lodging Cost. Compare the actual daily lodging cost (including lodging tax) to the lodging cost ceiling found in Step 1. Use the lesser.

c. Step 3: Determine the Gross Daily Equivalency. Add the Step 2 result to the Sep 1 daily M&IE rate.

d. Step 4: Determine the Applicable Daily Rate. Compare $290 with the Step 3 amount. Pay the lesser of these two amounts for that day.

H. TLE Computation Examples. The locality per diem rate(s) used in these examples may not be the rate(s) currently in effect and is/are for illustration purposes only (current Standard CONUS per diem rate, par. 2025).

1. Member with No Dependents

A member without dependents is PCS'd between two CONUS PDSs. Before and after reporting at the new PDS, the member occupies temporary private sector lodgings at the new PDS for 4 nights at $47.50/night ($42.75 plus $4.75 tax). The new PDS locality per diem rate is $129 ($83/ $46). The member certifies that Gov't Qtrs are not available. The member is authorized TLE, computed as follows:		
1. Determine maximum rates (Given percent x locality rate).	M&IE: Lodging:	65% x $46 = $29.90 65% x $83 = $53.95
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1		$47.50 vs. $53.95

maximum lodging rate and use the lesser.	$47.50
3. Add the Step 1 M&IE to the selected lodging in Step 2.	$29.90 + $47.50 = $77.40
4. Compare $290 with the Step 3 amount and pay the lesser amount for each day. Pay $77.40.	$290.00 vs. $77.40 $77.40/day x 4 days = $309.60

2. Member with 3 Dependents

A member (with a spouse (not entitled to basic pay) and two children (ages 12 and 9)) is PCS'd between two CONUS PDSs. The Standard CONUS per diem rate of $142 ($91/ $51) applies to both PDSs. After reporting to the new PDS, the member and dependents occupy temporary private sector lodgings off post for 8 nights at $80/night ($72 plus $8 tax). The member certifies that Gov't Qtrs are not available. The member is authorized TLE, computed as follows:		
1. Determine maximum rates (Given percent x locality rate).	M&IE: Lodging:	160% x $51 = $81.60 160% x $91 = $145.60
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate and use the lesser.		$80 vs. $145.60 $80
3. Add the Step 1 M&IE to the selected Step 2 lodging cost.		$81.60 + $80.00 = $161.60
4. Compare $290 with the Step 3 amount and pay the lesser amount for each day. Pay $161.60.		$290 vs. $ 161.60 $161.60/day x 8 days=$1,292.80

3. Member Married to Member with 2 Dependents

A member married to member couple with two dependents (ages 14 and 10) are PCS'd between two CONUS PDSs. The Standard CONUS per diem rate of $142 ($91/ $51) applies to both PDSs. Before and after reporting at the new PDS, the members and dependents occupy temporary private sector lodgings off post for 6 nights at $100/night ($90 plus $10 tax). Each member is authorized TLE NTE $290/day for 10 days. The $100/night lodging cost is halved between the two members. The members certify that Gov't Qtrs are not available. The members are authorized TLE, computed as follows:		
Member #1 (with 1 dependent)		
1. Determine maximum rates (Given percent x locality rate).	M&IE: Lodging:	100% x $51 = $51 100% x $91 = $91
2. Compare the actual daily lodging cost (including tax) to the Step 1 maximum lodging rate and use the lesser.		$50 vs. $91 $50
3. Add the Step 1 M&IE to the Step 2 lodging cost.		$51 + $50 = $ 101
4. Compare $290 with the Step 3 amount and pay the lesser amount for each day. Pay $101.		$290 vs. $101 $101/day x 6 days = $606
Member #2 (with 1 dependent)		
1. Determine maximum rates (Given percent x locality rate).	M&IE: Lodging:	100% x $51 = $51 100% x $91 = $91
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate and use the lesser.		$50 vs. $91 $50
3. Add the Step 1 M&IE to the selected Step 2 lodging cost.		$51 + $50 = $ 101
4. Compare $290 with the Step 3 amount and pay the lesser amount for each day. Pay $96.		$290 vs. $101 $101/day x 6 days = $606
The daily rate paid to each member is $101. The combined daily amount paid to both members is $202.00 ($101 + $101). The combined amount paid to both members for 6 days is $1,212 ($202/day x 6 days or $606 + $606).		

4. Member Married to Member with 2 Dependents, when Each Member Claims the 2 Dependent Children for Different Days

A member married to member couple with two dependents, (ages 5 and 7), are PCS'd between two CONUS PDSs. The new PDS locality per diem rate is $149 ($93/ $56). Before and after reporting at the new PDS, the members and dependents occupy temporary private sector lodgings off post for 30 nights at $120/night ($110 plus $10 tax). Each member is authorized TLE NTE $290/day for 10 days. The $120 lodging cost is the same rate regardless of how many

people occupy the room. The members certify that Gov't Qtrs are not available. NOTE: In this example, each member claims the two dependent children but for different days. The members are authorized TLE, computed as follows:		
Member #1 (with 2 dependents)		
1. Determine maximum rates (Given percent x locality rate).	M&IE: Lodging:	125% x $56.00 = $ 70.00 125% x $93.00 = $ 116.25
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate and use the lesser.		$120.00 vs. $116.25 $116.25
3. Add the Step 1 M&IE to the selected Step 2 lodging cost.		$70.00 + $116.25 = $186.25
4. Compare $290 with the Step 3 amount and pay the lesser amount for each day. Pay $143.75.		$290.00 vs. $186.25 $186.25/day x 10 days = 1,862.50
Member #2 (with 2 dependents)		
1. Determine maximum rates (Given percent x locality rate).	M&IE: Lodging:	125% x $56.00 = $ 70.00 125% x $93.00 = $ 116.25
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging and use the lesser.		$120.00 vs. $116.25 $116.25
3. Add the Step 1 M&IE to the selected Step 2 lodging cost.		$70.00 + $116.25 = $186.25
4. Compare $290 with the Step 3 amount and pay the lesser amount for each day. Pay $143.75.		$290.00 vs. $186.26 $186.25/day x 10 days = 1,862.50
The first member may claim TLE for any 10 day period and the second member may claim TLE for any other 10 day period (with no overlap in days) in temporary private sector lodgings. Each member is authorized the maximum of 10 days ($290/day x 10 days = $2,900). The combined amount paid to both members for 20 days is $3,725 ($1,862.50 + $1,862.50).		

5. <u>Member with a Spouse and 2 Dependent Children</u>

A member with a spouse (the spouse is not entitled to basic pay) and two children (ages 14 and 11) is PCS'd between two CONUS PDSs. Before departing the old PDS, the member and dependents occupy temporary private sector lodgings off post for 2 nights at $195/night ($170 plus $25 tax). The old PDS locality per diem rate is $232 ($161/ $71). Before and after reporting to the new PDS, the member and dependents occupy temporary private sector lodgings off post for 6 nights at $85/night ($77 plus $8 tax). The new PDS locality per diem rate is $136.00 ($90/ $46). The member certifies that Gov't Qtrs are not available at either PDS. The member is authorized TLE computed as follows:		
OLD PDS		
1. Determine maximum rates (Given percent x locality rate).	M&IE: Lodging:	160% x $71.00 = $113.60 160% x $161.00 = $257.60
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate and use the lesser.		$195 vs. $257.60 $195
3. Add the Step 1 M&IE to the selected Step 2 lodging cost.		$113.60 + $195 = $308.60
4. Compare $290 with the Step 3 amount and pay the lesser amount for each day. Pay $290.		$290 vs. $308.60 $290/day x 2 days = $580
NEW PDS		
1. Determine maximum rates (Given percent x locality rate).	M&IE: Lodging:	160% x $46.00 = $73.60 160% x $90.00 = $144.00
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser.		$85 vs. $144 $85
3. Add the Step 1 M&IE to the selected Step 2 lodging cost.		$73.60 + $85.00 = $158.60
4. Compare $290 with the Step 3 amount and pay the lesser amount for each day. Pay $158.60.		$290 vs. $158.60 $158.60/day x 6 days = $951.60
The member is authorized a total of $1,531.60 ($580 + $951.60) for TLE.		

6. <u>Member Occupies Temporary Qtrs at New PDS and Spouse and Dependent Children Occupy Temporary Qtrs at Old PDS</u>

A member occupies temporary Qtrs at the new PDS for 12 days (1 to 12 April) at $52/night ($47 plus $5 tax). The new PDS locality per diem rate is $129 ($83/ $46). The member's dependents (spouse and one child) occupy temporary

private sector lodgings at the old PDS for 12 days (18 to 29 April) at $60/night ($54 plus $6 tax). The old PDS locality per diem rate is $132 ($86/ $46). The member selected 1 to 10 April (member) and 18 to 27 April (dependents) for TLE. The member certifies that Gov't Qtrs are not available at either location. The member is authorized TLE, computed as follows:		
	Member (New PDS)	Dependent(s) (Old PDS)
1. Determine max rate (Given percent x locality rate) M&IE Lodging	 65% x $46.00 = $29.90 65% x $83.00 = $53.95	 100% x $46.00 = $46.00 100% x $86.00 = $86.00
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser.	$52.00 vs. $53.95 $52.00	$60.00 vs. $86.00 $60.00
3. Add the Step 1 M&IE to the selected Step 2 lodging cost.	$29.90 + $52 = 81.90	$46.00 + $60.00 = 106.00
Combined Total:		$81.90 + $106.00 = $187.90
4. Compare $290 with the Step 3 combined total and pay the lesser amount for each day. Pay $187.90.		$290.00 vs. $187.90 $187.90/day x 10 days = $1,879.00

7. Member with Spouse and 3 Dependent Children (2 Rooms Occupied)

A member with a spouse (the spouse is not entitled to basic pay) and three children (ages 14, 12 and 9) is PCS'd between two CONUS PDSs. The new PDS locality per diem rate is $166 ($115/ $51). After reporting to the new PDS, the member and dependents occupy 2 rooms as temporary private sector lodgings off post for 8 nights at $114/night ($99 plus $15 tax) for each room, totaling $228/night. The member certifies that Gov't Qtrs are not available. The member is authorized TLE, computed as follows:		
1. Determine maximum rates (Given percent x locality rate). (Member & spouse 100% plus 2 dependents age 12 and older (35% + 35%) 70% and one dependent (under age 12) 25% for a total of 195%)	M&IE: Lodging:	 195% x $51 = $99.45 195% x $115 = $224.25
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate and use the lesser.		(2 x $114) = $228 vs. $224.25 $224.25
3. Add the Step 1 M&IE to the selected Step 2 lodging cost.		$99.45 + $224.25 = 32370
4. Compare $290 with the Step 3 amount and pay the lesser amount for each day. Pay $290.		$290 vs. $323.70 $290/day x 8 days = $2,320.00

I. Funds Advance

1. General. An advance may be paid for the average number of days (as determined by the Secretarial Process) for which TLE is paid ICW a PCS to that PDS.

2. CONUS Advance. The advance is limited to the maximum amount for 10 days if the new PDS is in CONUS.

3. OCONUS Advance. The advance is limited to the maximum amount for 5 days if the new PDS is OCONUS.

5436 OCONUS TEMPORARY LODGING ALLOWANCE (TLA)

TLA is an allowance intended to partially pay members for the more than normal expenses incurred by a member/dependent(s) while occupying temporary lodging OCONUS. See Ch 9, Part C for information on TLA.

CHAPTER 5: PERMANENT DUTY TRAVEL

PART A: MEMBERS ONLY

SECTION 10: DISLOCATION ALLOWANCE (DLA)

5438 PURPOSE

The purpose of DLA is to partially reimburse a member, with or without a dependent(s), for the expenses incurred in relocating the member's household:

1. On a PCS,

2. On a housing move ordered for the Gov't's convenience (par. 5446-A), or

3. Incident to an evacuation (pars. 6060 and 6115).

This allowance is in addition to all other allowances authorized in the JTR and may be paid in advance (37 USC §477).

5440 DEFINITION OF TERMS

A. Member with Dependent(s)

1. As used in this Part, "member with dependent(s)" means a member who, on the PCS order effective date, has dependent(s) authorized transportation ICW the PCS.

2. A member, whose spouse is a dependent on the member's PCS order effective date, is a member with dependent for DLA purposes, even though the spouse was a former member and received travel allowances upon separation from the Service (63 Comp. Gen. 55 (1983).

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

1. Has no dependent(s);

2. Is not authorized travel and transportation allowances for travel of a dependent(s) under par. 5076 ICW a PCS (see par. 5440-A for an exception); or

3. Has dependent(s) authorized travel and transportation allowances under par. 5074, but the dependent(s) does not relocate ICW a PCS (59 Comp. Gen. 376 (1980)).

5442 DLA AUTHORIZED

A. Member with Dependent(s). A member with a dependent(s) is authorized a DLA when the dependent(s):

1. Relocates ICW a PCS,

2. Moves ICW the closure or realignment of a military Installation (par. 5442-Q),

3. Move to a designated place incident to an evacuation (IAW pars. 6060 and 6115), or

4. As otherwise authorized in this Part.

B. Member without Dependent(s). A member without a dependent(s) is authorized DLA when:

1. Relocated ICW a PCS to a PDS where Gov't Qtrs are not Assigned. DLA authority continues to exist if Gov't Qtrs ' assignment and occupancy upon arrival at a new PDS is for 60 or fewer days. When calculating the 60 days, exclude days the member is deployed or TDY. In justifiable cases, up to 60 additional days may be authorized/approved by the member's commanding officer for a maximum of 120 days, or

2. Ordered to, and actually does, move ICW the closure or realignment of a U.S. Installation (par. 5442-Q).

C. Household Relocation Incident to Alert Notification. A member with dependent(s),

1. Who relocates the household incident to an official alert notification,

2. But before a PCS order is issued, which provides for transfer to an OCONUS PDS to which dependent travel is not authorized under par. 5144,

is authorized the DLA only when the PCS has been completed.

D. DLA when a Member Married to Member Couple Is Transferred to a New PDS. One DLA (at the rate payable to the senior member) is authorized to be paid to a member married to member couple, assigned to family type Gov't Qtrs , if both:

1. Are without dependents, and

2. Move to a new PDS.

Table 5G-3 is for a member, married to a member, who incident to a PCS disestablishes a household at one PDS and establishes a household at a new PDS.

E. DLA when a Member is Directed by Competent Authority to Vacate a Private Sector Residence. A member authorized a short distance HHG move from a private sector residence to another private sector residence for the Gov't's convenience under the conditions in par. 5264 is authorized a DLA. This does not include moves to or from privatized housing.

F. A Member's Old and New PDSs Are in Proximity to Each Other or a Member Is Reassigned between Activities at the Same PDS. A DLA is payable when the old and new PDSs are in proximity to each other or when a member is reassigned between activities at the same PDS (see par. 5260-B), only when a member is authorized a short distance HHG move at Gov't expense (42 Comp. Gen. 460 (1963)).

G. PCS between PDSs Not in Proximity to Each Other

1. A statement that the household relocation was necessary as a direct result of the PCS is required to support DLA payment when dependents make a proximity move based on a PCS between PDSs not in proximity to each other.

2. The member's statement must be accepted when the PCS is from or to a dependent restricted tour.

3. A statement from the new PDS commanding officer, or from that commanding officer's designated representative, is required to document that the relocation is a direct result of the PCS or ITDY assignment when the PCS is not from or to a dependent restricted tour or is to or from an ITDY assignment.

4. The designated representative may not re-delegate this authority.

5. DLA is payable for proximity moves performed under an ITDY order. See 37 USC §476(e) and 37 USC §477.

H. Dependent Movement to/from a Designated Place

1. DLA is payable when the dependents complete travel if moved to/from a designated place on the member's PCS order.

2. No further DLA authority accrues for that PCS unless authorized under par. 5442-N.

3. DLA is paid when, ICW an evacuation, eligible dependents move to a designated place. See pars. 6060 and 6115.

I. Transfer to CONUS Hospital

1. Transfer to a CONUS Hospital from OCONUS. DLA is payable to a member with dependents who is transferred from OCONUS to a CONUS hospital for observation and treatment and who relocates the household incident to such transfer.

2. Transfer to a CONUS Hospital from inside CONUS. DLA is payable to a member with dependents who is transferred from inside CONUS to a CONUS hospital for observation and treatment and who relocates the household incident to such transfer. A statement of prolonged hospitalization is required from the receiving hospital commanding officer.

J. Inter-service Transfer. When a member is:

1. Separated/relieved from active duty to continue on active duty in another Service, and

2. Transferred with no break in service from one Service to another under the authority of 10 USC 716 or any similar statutory provision,

the member is authorized DLA when the household is relocated incident to an ordered PCS resulting from a change of service. NOTE: The service performed after such separation is a continuation of the prior period of service.

K. Order Amended, Modified, Canceled, or Revoked

1. When a PCS order is amended, modified, canceled, or revoked to direct the member to return to the station from which transferred, a DLA is payable if the member and/or dependent actually move from the place of residence before the date the order is amended, modified, canceled, or revoked.

2. If a member and/or dependents actually move from the place of residence ICW a PCS order and complete a move to a new location and then that PCS order is amended, modified, canceled, or revoked to either direct the member to return to the old station or to direct the member to a different new PDS, then a DLA is payable ICW each move.

a. No more than two DLAs are authorized.

b. In this situation only, the amount of the second DLA paid is taken from Table 5G-2.

c. More than one DLA for a dependent who moves twice under the authority in par. 5114-C1 is not authorized.

L. Member without Dependents Assigned to Two Crew Nuclear Submarine

1. No Home Port Change. A member without dependents assigned to a two crew nuclear submarine is authorized DLA upon arrival at the ship's home port, provided the member is not assigned Gov't Qtrs and occupies a private sector residence for a period of more than 15 days before reporting aboard the assigned ship (57 Comp. Gen. 178 (1977)).

2. Home Port Change. A member without dependents, assigned to a two crew nuclear submarine when the home port is changed, is authorized DLA at the new home port, provided the member is not assigned to Gov't Qtrs and occupies a private sector residence for a period of more than 15 days (59 Comp. Gen. 221 (1980)).

M. Member Reported as Dead or Absent for more than 29 Days in a Missing Status. DLA is payable for movement of dependents of a member who is reported as dead or absent for a period of more than 29 days in a missing status (see par. 5152).

N. In Place Consecutive Overseas Tour (IPCOT). A member at an OCONUS PDS whose tour status changes from accompanied to unaccompanied or from unaccompanied to accompanied at the same PDS after initial tour of duty completion is authorized DLA if the dependents make an authorized move to or from the OCONUS PDS ICW the change of tour status.

O. Early Return of Dependents. Incident to the early return of all of a member's dependents under par. 5098, 5100, or 5102, the member is authorized DLA the day one or more dependents arrive at the permanent residence location or the day all the dependents have departed the member's overseas station, whichever is later. A DLA is not authorized if dependents are authorized to return to the member's OCONUS PDS.

P. Member Who Has No Dependents and Is Assigned to a Ship. A member is authorized DLA (73 Comp. Gen. 6 (1993)) if the member:

1. Has no dependent (NOTE: DLA at the without dependent rate is payable under par. 5442-P to a member, who is a member with dependents for housing purposes solely because the member is paying child support.), and

2. Is assigned to permanent duty aboard a ship, and

3. Elects not to occupy assigned shipboard Qtrs for a member above the grade of E-5 or is authorized BAH for a member in the grade of E-5 or E-4 as appropriate, and

4. Occupies private sector housing ashore.

Q. Ordered to Move ICW a Base Realignment and Closure (BRAC) of a Military Installation

1. A member is authorized DLA when the member is ordered to move ICW a BRAC Commission action on a military Installation and, as a result, the member's dependent actually moves or, in the case of a member without dependent, the member actually moves.

2. For this subpar., the term military Installation means a base, camp, post, station, yard, center, home port facility of any ship, or other activity, including any leased facility.

3. The term "realignment" includes any action which both reduces and relocates functions and civilian personnel positions, but does not include a reduction in force resulting from workload adjustments, reduced personnel or funding levels, or skill imbalances (10 USC §2687(e)(3)).

R. Member without Dependents Elects Not to Occupy Inadequate Gov't Qtrs. A member above the grade of E-5 is authorized DLA if the member:

1. Has no dependent,

2. Is assigned to Qtrs of the U.S. that do not meet the minimum adequacy standards established by DoD for members in such grade, or

3. Is assigned to a housing facility under the jurisdiction of a uniformed service that does not meet such standards, and

4. Elects not to occupy such Qtrs or facility.

S. Both Spouses below Grade E-6 Assigned to Sea Duty. The senior spouse of a member married to member couple (both below Grade E-6) is authorized DLA if the spouses:

1. Have no dependents,

2. Are assigned simultaneously to permanent duty aboard ship(s),

3. Elect not to occupy assigned shipboard Qtrs, and

4. Occupy a private sector residence or family type Gov't Qtrs ashore.

See 73 Comp. Gen. 6 (1993).

T. ITDY. DLA (also see exception to one DLA per year rule) is payable when dependents relocate ICW an ITDY order.

5444 DLA NOT AUTHORIZED

DLA is not authorized ICW a PCS:

1. From home or from PLEAD to first PDS unless the dependents actually move from the member's residence to the PDS or designated place ICW the PCS (if the dependents do not relocate to the new PDS, or the member has no dependents, DLA is not authorized from home or PLEAD to the first PDS);

2. From last PDS to home or to the PLEAD;

3. From last PDS in one period of service to first PDS in another period of service when there was no ordered PCS between those stations;

4. When the member does not relocate the household (e.g., the member continues to commute from the same residence) NOTE: Household relocation is not limited to transporting HHG. A member may relocate the household and neither transport HHG nor move dependents (e.g., A member with dependents who leaves the dependents in place and moves to the new PDS taking some personal belongings has in fact relocated the household. This member may be eligible for a DLA at the without dependent rate if Gov't Qtrs are not available at the new PDS. This item does not apply to a member on a PCS from home or from PLEAD to first PDS. See par. 5444-1 with which this item does not conflict.);

5. For a member with dependents, ICW PCS travel performed under the conditions outlined in pars. 5076-A1 though 5076-A4, 5076-B1 through 5076-b6; and 5076-c3; or

6. Local short distance moves IAW par. Ch 5, Part A5f, except as authorized in pars. 5442-F, 5442-G, 5442-Q, and 5446.

7. For a Selected Reserve member authorized limited PCS allowances from primary residence to duty station IAW par. 5605.

5446 PARTIAL DLA ELIGIBILITY

A. Partial DLA Authorized for Housing Moves at a PDS for the Gov't's Convenience. A partial DLA of $733.16 (effective 1 January 2017) must be paid to a member who is ordered to occupy/vacate family-type Gov't Qtrs due to:

1. Privatization,

2. Renovation, or

3. Any other reason for the Gov't's convenience other than PCS.

B. Partial DLA Not Authorized for Local Moves. Partial DLA is not authorized for the following local moves:

1. From Gov't Qtrs upon separation/retirement;

2. Incident to PCS;

3. Change in family size or bedroom requirement for the member's convenience including promotion;

4. Voluntarily member initiated (Exception: Gov't directed moves under pars. 5262-E and 5262-F);

5. Pending divorce or family separation;

6. Due to the member's misconduct; or

7. From privatized housing to privatized housing.

5448 DETERMINING AMOUNT PAYABLE

A. General. DLA:

1. Rates are in Table 5G-1 (and Table 5G-2 for secondary DLA IAW par. 5442-K only).

2. Is based on the member being with or without dependents (par. 5440) on the PCS order effective date or the order directing the member to move ICW a military Installation closure or realignment.

B. Dependent Authorized to Relocate ICW PCS but Delays Travel

1. When a dependent is authorized to travel but does not move with the member, DLA at the without-dependent rate may be paid, provided the member is not assigned Gov't Qtrs at the new PDS.

2. If the dependent later joins the member and is authorized dependent travel at Gov't expense, the member may be paid the difference between DLA at the with-dependent rate and the without-dependent rate.

5450 FISCAL YEAR LIMITATION ON PAYMENT OF DLA

A. General. Under 37 USC §477, a member is authorized only one DLA during a fiscal year.

B. Exceptions

1. The one DLA per fiscal year limitation does not apply to partial DLA.

2. Under 37 USC §477, a member is authorized only one DLA during a fiscal year, unless the:

a. Secretary concerned determines Service exigencies require more than one PCS during the current fiscal year.

(1) Army, Navy, Air Force, Marine Corps. The authority to make this determination may be delegated no lower than general/flag officer level in the Army, Navy, Air Force, O-6 in the Marine Corps, at the headquarters level that directs assignments for the Service concerned.

(2) Coast Guard. Delegation is to the Commander, Coast Guard Personnel Service Center (CGPSC)

with no further re-delegation authorized.

(3) NOAA Corps. Delegation is to the Director of the NOAA Corps only.

b. Member is on PCS to, from, or between courses conducted, controlled and managed by one or more of the Services;

c. Eligible dependents are relocated to a designated place incident to an evacuation (pars. 6060 and 6115);

d. Movement of a member's household is made ICW a national emergency or in time of war;

e. Movement of a member and/or a dependent(s) is made as envisioned by par. 5442-K, 5442-M or 5442-O;

f. Movement of member's and or dependent's household is made ICW base realignment or closure (BRAC);

g. Member's dependents relocate incident to the member being assigned to ITDY (par. 5462); or

h. Member is ordered to a unit undergoing a change of home port for commissioning and outfitting; a change of home port for overhaul; or a shore unit undergoing a change in ultimate PDS.

C. Application of Fiscal Year Limitation on DLA Payment

1. When determining the fiscal year in which DLA authority occurs, the member's departure (detachment) date from the old PDS in compliance with the PCS order governs.

2. Prior PCS moves in the same fiscal year for which a DLA was not authorized must be excluded from the computation. Example: PCS moves of a member without dependents when assigned to Gov't Qtrs carry no DLA authority. Example: Multiple DLA payments are appropriate for PCS moves to, from, or between courses conducted at a Service Installation , or conducted, controlled and managed by one or more of the Services at a civilian educational institution, or elsewhere.

3. Except under the conditions in pars. 5450-B2b, 5450-B2e, and 5450-C2, all PCS moves (including those approved by the Secretary concerned) are counted to determine if the statutory limitation applies and Secretarial approval of DLA for the next PCS is required.

5452 DLA RATES

A. Primary DLA Rates

PRIMARY DLA RATES Table 5G-1 Effective 1 January 2017		
Grade	Without Dependent Rate	With Dependent Rate
O-10	$3,792.89	$4,669.01
O-9	$3,792.89	$4,669.01
O-8	$3,792.89	$4,669.01
O-7	$3,792.89	$4,669.01
O-6	$3,479.68	$4,204.02
O-5	$3,351.37	$4,052.25
O-4	$3,105.77	$3,572.13
O-3	$2,489.02	$2,955.34
O-2	$1,974.40	$2,523.51
O-1	$1,662.58	$2,255.87
O-3E	$2,687.70	$3,176.11
O-2E	$2,284.83	$2,865.70
O-1E	$1,964.74	$2,647.70
W-5	$3,155.42	$3,447.95
W-4	$2,802.22	$3,160.98
W-3	$2,355.20	$2,896.05
W-2	$2,091.69	$2,664.25
W-1	$1,750.86	$2,304.17
E-9	$2,301.42	$3,034.03
E-8	$2,112.36	$2,796.72
E-7	$1,804.70	$2,596.66
E-6	$1,633.58	$2,399.34
E-5	$1,506.66	$2,157.88
E-4	$1,310.73	$2,157.88
E-3	$1,285.90	$2,157.88
E-2	$1,044.46	$2,157.88
E-1	$931.36	$2,157.88

B. Secondary DLA Rates. These rates are only payable when a second DLA is paid IAW par. 5442-K.

SECONDARY DLA RATES Table 5G-2 Effective 1 January 2017		
Grade	Without-Dependent Rate	With-Dependent Rate
O-10	$3,034.30	$3,735.21
O-9	$3,034.30	$3,735.21
O-8	$3,034.30	$3,735.21
O-7	$3,034.30	$3,735.21
O-6	$2,783.79	$3,363.25
O-5	$2,681.09	$3,241.81
O-4	$2,484.63	$2,857.72
O-3	$1,991.22	$2,364.31
O-2	$1,579.50	$2,018.83
O-1	$1,330.05	$1,804.70
O-3E	$2,150.19	$2,540.90
O-2E	$1,827.86	$2,292.55
O-1E	$1,571.81	$2,118.17
W-5	$2,524.34	$2,758.32
W-4	$2,241.79	$2,528.77
W-3	$1,884.16	$2,316.85
W-2	$1,673.33	$2,131.39
W-1	$1,400.72	$1,843.31
E-9	$1,841.12	$2,427.25
E-8	$1,689.90	$2,237.37
E-7	$1,443.72	$2,077.34
E-6	$1,306.89	$1,919.47
E-5	$1,205.35	$1,726.32
E-4	$1,048.61	$1,726.32
E-3	$1,028.72	$1,726.32
E-2	$835.56	$1,726.32
E-1	$745.05	$1,726.32

C. DLA when a Member-Married-to Member Couple is Transferred (Table 5G-3)

DLA WHEN A MEMBER–MARRIED-TO-MEMBER COUPLE IS TRANSFERRED (Table 5G-3)					
Neither Member Has A Dependent					
RULE	(A) If one member has:	(B) and the other member has:	(C) and at the old PDS(s) they occupied:	(D) and at the new PDS(s) they occupy:	(E) then DLA is payable to:
1	no dependent	no dependent	the same dwelling	the same dwelling [3]	either member at the "without-dependent" rate, but not to both. [1]
2				separate dwellings [2, 3]	each member at the "without-dependent" rate. [4]
3			separate dwellings	the same dwelling [3]	
4				separate dwellings [2, 3]	
One Member Has Dependent(s)					
RULE	(A) If one member has:	(B) and the other member has:	(C) and at the old PDS(s) they occupied:	(D) and at the new PDS(s) they occupy:	(E) then DLA is payable to:
5	no dependent	dependent(s)	the same dwelling	the same dwelling [3]	either the member who has no dependent at the "without-dependent" rate; or to the member who has a dependent at the "with-dependent" rate, but not to both members. [1]
6				separate dwellings [2, 3]	each member(at the "without-dependent" rate for the member without a dependent; & at the "with-dependent" rate for the member with a dependent.)
7			separate dwellings	the same dwelling [3]	
8				separate dwellings [2, 3]	
Both Members Have Dependent(s)					
RULE	(A) If one member has:	(B) and the other member has:	(C) and at the old PDS(s) they occupied:	(D) and at the new PDS(s) they occupy:	(E) then DLA is payable to:
9	dependent(s)	dependent(s)	the same dwelling	the same dwelling	either member at the "with-dep" rate, but not to both. [1]
10				separate dwellings [2]	each member at the "with-dependent" rate.
11			separate dwellings	the same dwelling	
12				separate dwellings [2]	

[1] The member married to member couple may select the greater allowance. However, when one member moves incident to a PCS at one time and establishes a permanent household at the new PDS while the other member maintains a permanent household at the old PDS and, at a later date, the second member moves incident to a PCS

and occupies the same residence as the first member (B-191742, 1 August 1978 and DOHA Case 96110801, 26 June 1997):

(a) Both members are authorized a DLA at the "without-dependent" rate under Rule 1,

(b) The member who has no dependent at the "without-dependent" rate, and the member with a dependent at the "with-dependent" rate under Rule 5, and

(c) Both members are authorized a DLA at the "with-dependent" rate under Rule 9.

Example 1: Members A and B are married and assigned to Offutt AFB, NE, and each receives a PCS order to Ramstein AB, GE. Member A moves from Offutt AFB to Ramstein AB and establishes a permanent household. Member B continues to maintain a permanent household and subsequently moves to Ramstein and resides in the household established by Member A. Both members are authorized DLA since two separate households were disestablished and established (Member B disestablishing a separate household and moving into the household established by Member A).

Example 2: Members A and B are married and assigned to Offutt AFB, NE, and each receives a PCS order to Ramstein AB, GE. Member A moves from Offutt AFB to Ramstein AB and establishes a permanent household. Member B moves out of the household at Offutt AFB and occupies temporary Qtrs while Member A is establishing a household at Ramstein. Member B subsequently moves to Ramstein and resides in the household established by Member A. Only one member is authorized DLA since only one permanent household was disestablished and one household established.

Example 3: Members A and B are married and assigned to Offutt AFB, NE, and each receives a PCS order to Ramstein AB, GE. Member A moves from Offutt AFB to Ramstein AB and is residing in temporary Qtrs. Member B continues to maintain a household at Offutt AFB and subsequently moves to Ramstein and occupies temporary Qtrs with member A at Ramstein. Members A and B later establish a household at Ramstein. Only one member is authorized DLA since only one household was disestablished and re-established.

Example 4: Members A and B are married and assigned to Offutt AFB, NE, and each receives a PCS order to Ramstein AB, GE. Member A moves from Offutt AFB to Ramstein AB and occupies temporary Qtrs . Member B moves out of the household at Offutt AFB and occupies temporary Qtrs at Offutt AFB. Member B later joins Member A (who is residing in temporary Qtrs) at Ramstein. Members A and B later establish a household at Ramstein. Only one member is authorized DLA since only one household was disestablished and re-established.

[2] Payable only if it can be conclusively shown it is necessary to establish separate households for or on behalf of each member or for the dependent.

[3] A member who has no dependent and who is assigned to Gov't Qtrs at the new PDS (including a ship) is not authorized a DLA except as indicated in pars. 5442-B and 5442-D.

[4] Only one DLA is authorized if moving from separate Qtrs to the same family type Gov't Qtrs.

CHAPTER 5: PERMANENT DUTY TRAVEL

PART A: MEMBERS ONLY

SECTION 11: DEPENDENT TRAVEL AND TRANSPORTATION ALLOWANCES WHEN THE MEMBER IS ASSIGNED TO INDETERMINATE TDY (ITDY) TRAVEL

5454 GENERAL

A. Authority

1. This Part prescribes dependent travel and transportation allowances when the member is assigned to ITDY IAW 37 USC 476.

2. ITDY travel by the member via the dependent alternate place may be authorized by the Secretarial Process only to assist in moving dependents from one location to another when the dependents have been or are being moved at Gov't expense.

B. Authorization/Approval. Only Service Headquarters can authorize/approve ITDY.

C. Allowances

1. DLA. DLA is payable to a member when dependents relocate under an ITDY order. See pars. 5450 and 5442-T.

2. Dependent Transportation. Dependent transportation is authorized under this Part the same as for PCS.

3. MALT

a. The MALT in par. 5156 applies unless the dependent accompanies the member to the TDY location traveling in the same POC.

b. If the dependent travels as a passenger, no MALT is payable for the dependent since the member receives PCS mileage.

4. HHG Transportation. See par. 031201 for HHG transportation.

5456 TRAVEL TO/FROM THE OLD PDS/ALTERNATE PLACE EN ROUTE TO THE ITDY LOCATION

A. Authorized Travel and Transportation Allowances. The member is authorized PCS travel and transportation allowances to accompany the dependent to the alternate place, from the old PDS, when authorized by the Secretarial Process.

B. Member Accompanies Dependent to Alternate Place. The member may accompany the dependent to the alternate place:

1. While en route to the ITDY assignment, or

2. As a separate PCS round trip between the old PDS and alternate place at Gov't expense before departure on the ITDY assignment. See B-199354, 1 July 1981.

C. Limitations/Restrictions

1. The Secretarial Process must determine that the member's presence is needed to assist the dependent(s) and not for personal convenience.

2. Travel and transportation allowances are not authorized for travel performed prior to the official written ITDY order.

3. Gov't funded round trip transportation is not authorized between the ITDY station and the alternate place to assist dependents in relocating.

5458 MEMBER RETURNS TO OLD PDS OR TRAVELS VIA OLD PDS EN ROUTE TO THE NEW PDS

A. Authorized Travel and Transportation. The member is authorized PCS travel and transportation allowances from the ITDY location via the:

1. Alternate place the dependents were moved at Gov't expense, en route to the old/new PDS, or

2. Old PDS, to the alternate place the dependents were moved at Gov't expense, and to the new PDS. Return to the old PDS (prior to travel to the new PDS via the alternate place) must be:

a. Stated in the member's order, or

b. Authorized/approved through the Secretarial Process.

B. Travel to Alternate Place Dependents were Moved at Gov't Expense. The Secretarial Process must determine that it is necessary for the member to assist the dependent(s) in relocating to the PDS and not for personal convenience (e.g., a visit). Arranging a HHG/POV shipment is not an authorized reason.

C. Dependent Travel Reimbursement. Dependent travel reimbursement is limited to travel directly from the alternate location to the official destination (either old or new PDS).

D. Dependent(s) Remain at PDS. If the dependents were not relocated to an alternate place but remained at the PDS from which the member departed on ITDY, the member receives PCS travel and transportation allowances from the ITDY location via the old PDS to the new PDS if a new PDS is named.

E. Constructed Cost. The member's PCS travel and transportation allowances between the ITDY location and alternate place/previous PDS at which the dependents are located is limited to the Gov't's constructed cost and POC travel is not ordinarily authorized to the alternate location or previous PDS from the ITDY location. For example, Gov't or common carrier transportation mode and necessary travel time between the authorized points (par. 020205) is cost effective and time efficient to perform the official travel in most situations.

F. Reimbursement Limitations. Travel and transportation reimbursement is not authorized when the member has reported to the new PDS on a subsequent PCS travel order prior to accompanying the dependent(s) from the alternate place or previous PDS where the dependents elected to remain at Gov't expense. The member is financially responsible for the travel and transportation expenses if performed. See par. 010104.

5460 MEMBER RETURNS TO THE OLD PDS

A. Authorized Travel and Transportation. After the dependent has been moved at Gov't expense to the ITDY station/alternate location; the member is authorized to travel via the alternate location to assist with dependent travel and transportation from the ITDY station/alternate location, to the old PDS when:

1. The member returns from ITDY on a subsequent order (or amendment/modification to the original ITDY order) to an activity at the old PDS, or

2. Returns to the old PDS from ITDY.

B. Transportation Limitation. Return transportation from CONUS to an OCONUS PDS must not be authorized/ approved unless at least 12 months remain in the member's tour of duty at that PDS on the date:

1. The dependent is scheduled to, or actually does, arrive at that PDS; or

2. Command sponsorship is granted again;

whichever is later.

5462 DEPENDENT TRAVEL

A. Dependent Travel and Transportation to the Alternate Place

1. Purpose. Travel and transportation authorized at Gov't expense is to enable the dependent to establish permanent a residence during the member's ITDY assignment.

2. Authorization. Dependent travel and transportation allowances to an alternate place may be authorized at Gov't expense IAW Agency/Service regulations when:

a. ITDY applies;

b. The member's TDY order does not provide for return to the PDS; and

c. The TDY:

(1) Is contemplated to be for 20 or more weeks at any one location, except as in par. 031201.G-J; or

(2) Order does not specify/imply any limit to the period of absence from the PDS.

3. PDS and ITDY Stations Are Both in CONUS. Dependents' travel and transportation at Gov't expense is authorized to any location at a cost NTE the cost from the PDS to the ITDY station.

4. PDS and ITDY Stations Are Both OCONUS

a. Dependents' travel and transportation at Gov't expense is authorized to any location at a cost NTE the cost from the PDS to the ITDY station.

b. If determined to be in the Gov't's best interest, the Secretarial Process may authorize dependent travel to an alternate CONUS location without any cost limitation.

5. PDS is in CONUS and the ITDY Station is OCONUS

a. Authorization/Approval. Only the Secretarial Process may authorize/approve dependents' travel and transportation at Gov't expense when the PDS is in CONUS and the ITDY station is OCONUS.

b. Transportation. When authorized/approved, transportation may be authorized from the PDS to:

(1) The ITDY station;

(2) A CONUS location; or

(3) A non-foreign OCONUS location if the non-foreign OCONUS location is the member's HOR, PLEAD or legal residence before entering active duty or was the spouse's legal resident at the time of marriage.

c. Limitations. Travel must not be authorized/approved to a foreign OCONUS location unless at least 12 months remain in the member's tour of duty at the OCONUS TDY station on the date the dependent is scheduled to, or actually does, arrive OCONUS.

6. PDS is OCONUS and the ITDY Station is in CONUS. The Secretarial Process may authorize/ approve dependent transportation at Gov't expense to the ITDY station, or other alternate location, NTE the cost from the PDS to the ITDY station. See par. 5460.

B. PCS Order Received at the ITDY Station. When a dependent is moved, at Gov't expense, to the ITDY station/ other alternate location and the member receives a PCS order at the ITDY station, dependent travel and transportation allowances at Gov't expense for travel performed to the new PDS must not exceed the cost from the ITDY station/alternate location to the new PDS.

C. Member Returns to the Old PDS

1. Authorized Travel and Transportation. After the dependent has been moved at Gov't expense to the ITDY station/alternate location; the member is authorized dependent travel and transportation from the ITDY station/ alternate location to the old PDS, when:

a. The member returns from ITDY on a subsequent order (or amendment/modification to the original ITDY order) to an activity at the old PDS, or

b. Returns to the old PDS from ITDY,

2. Transportation Limitation. Return transportation from CONUS to an OCONUS PDS must not be authorized/ approved unless at least 12 months remain in the member's tour of duty at that PDS on the date:

a. The dependent is scheduled to, or actually does, arrive at that PDS; or

b. Command sponsorship is granted again;

whichever is later.

CHAPTER 5: PERMANENT DUTY TRAVEL

PART B: EMPLOYEES ONLY

SECTION 1: GENERAL

5500 SCOPE

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

1. New appointee from actual residence to the first PDS to begin work.

2. Employee on PCS travel transferring in the Gov't's interest from one PDS to another without a break in service (see App A definition).

3. Employee on RAT, between serving consecutive tours of duty without a break in service, from an OCONUS PDS to the actual residence for leave purposes and return to OCONUS (return can be to any CONUS PDS).

4. Employee separating from an OCONUS PDS and returning to the actual residence.

5. Former employee (separated because of a reduction in force/transfer of function) who is re-employed within 1 year of separation under non-temporary appointments at a PDS other than the one at which separated.

6. An employee who qualifies for "last move home" travel and transportation allowances upon separation from Gov't service.

7. Career SES appointee (including a prior SES appointee who elected to retain SES retirement travel and transportation allowances) upon retirement and return to the appointee's elected residence.

8. Employee who, without a break in service of more than 3 days, transfers from a DoD non-appropriated fund position to an appropriated fund position.

9. U.S. Postal Service employee transferred under 39 USC §1006 to a DoD Component (FTR §302-1.2(a)(2) & 5 USC §5734). For a DoD employee transferring to the U.S. Postal Service, see par. 5560.

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

1. Travel and Transportation Allowance Alternatives. When two or more employees, who are members of the same immediate family, are transferred in the Gov't's interest, they may elect to receive the travel and transportation allowances authorized under Ch 5 as one of the following:

a. Each as an Employee Separately. Each employee is eligible for travel and transportation allowances as an employee, but is not treated as the other employee's dependent.

b. Only One as an Employee. One employee is eligible for travel and transportation allowances on behalf of the others, as dependents.

2. Non-employee Dependent. When an employee elects separate travel and transportation allowances under par. 5500-B1a, duplicate benefits must not be paid to both employees on behalf of a non-employee dependent.

3. Procedures

a. An election under par. 5500-B1 must be in writing and signed by all affected employees.

b. When employees elect separate benefits under par. 5500-B1a, the election must specify to which employee allowances will be paid for non-employee dependents.

C. Employee Married to Member

1. An employee is authorized PCS allowances when transferred in the Gov't's interest, even if the employee's member spouse is also transferred at the same time to the same place.

2. The couple may not each receive PCS travel and transportation allowance payments for the same purpose or expense (54 Comp. Gen. 892 (1975)).

3. For duplicate payments, see pars. 5818-E10 and 5780.

D. Travel Orders. Expenses incurred before receipt of a written or oral order are not reimbursable unless the DoD Agency has manifested a clear "administrative intent" to transfer the employee when costs are incurred and subsequently issues orders authorizing reimbursement (CBCA 3294-RELO, 29 May 2013). See App I for travel order issuance.

5502 ELIGIBILITY

A. PCS Travel in the Gov't's Interest

1. General

a. Travel and transportation allowances are payable when it is in the Gov't's interest to fill a position by moving an employee from one PDS to another.

b. PCS movement authority extends between Gov't agencies.

c. There must be no break in Gov't service when making the PCS unless the employee was separated from Gov't service because of RIF/transfer of function.

2. DoD Component Responsibility

a. It is each DoD Component's responsibility to make decisions that balance an employee's rights and the prudent use of appropriated funds.

b. An activity may determine that well qualified candidates exist within a particular geographical area and restrict the recruitment area in the recruitment announcement and/or indicate that PCS allowances are not offered.

c. Travel and transportation allowances are not automatically tied to a vacancy announcement issued pursuant to a Merit Promotion Program (61 Comp. Gen. 156 (1981)).

B. PCS Allowance Eligibility

1. When a PCS is authorized IAW App I, par. A1, PCS allowances must be paid (par. 5520) to an employee transferred from one PDS to another if the transfer is in the Gov't's interest.

2. Guidelines for making a determination of "Gov't's interest" are:

a. Management Directed. If a DoD Component recruits/requests an employee to transfer. This is limited to:

(1) RIF,

(2) Transfer of function,

(3) DoD Component career development program,

(4) DoD Component directed placement), or

(5) The transfer is in the Gov't's interest.

b. PCS Moves Not in the Gov't's Interest

(1) If an employee pursues, solicits or requests (not in response to a vacancy announcement) a position change resulting in a geographic move from one PDS to another, the transfer is for the employee's convenience and benefit.

(2) The gaining activity must formally advise the employee, at the time an offer is extended, that the transfer is in the employee's interest, not in the Gov't's interest, and that the Gov't does not pay the PCS expenses.

c. PCS Allowances Payment/Nonpayment Notification

(1) PCS Allowances Determination

(a) When a DoD Component recruits for a vacancy, the appropriate official should determine, prior to advertising the vacancy, whether or not it is in the Gov't's interest to pay PCS allowances.

(b) This information should be provided during the advertisement period.

(c) The determination regarding payment/nonpayment of PCS allowances may be made after applicants have been referred to the selecting official.

(2) Determination Factors. PCS allowance determination is based on factors such as cost effectiveness, labor market conditions, and difficulty in filling the vacancy. Budget constraints do not justify PCS allowances denial.

(3) Payment/Nonpayment Determination,

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

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

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

C. PCS Limitation Policy

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

2. Exceptions

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

(1) Or re-employed former employee affected by RIF/transfer of functions (par. 5560),

(2) ICW a DoD Component directed placement,

(3) From actual residence to a new PDS after the employee exercises return transportation rights from an OCONUS PDS under an OCONUS tour agreement, provided the employee was not furnished PCS allowances ICW the return to actual residence.

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

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

(1) The proposed transfer is in the Gov't's interest;

(2) An equally qualified employee is not available within the commuting area of the activity concerned; and

(3) The losing activity agrees to the transfer. This policy does not preclude an employee from accepting a position, but it may cause the employee to relocate at personal expense.

5504 ELIGIBILITY AND ALLOWANCE TABLES

A. Table 1:- Eligibility Table. This table:

1. Summarizes travel, transportation, and other related DoD civilian employee expenses.

2. Does not include eligibility for:

a. Emergency evacuation, or

b. A former employee separated by RIF or function transfer and restored to duty, and

3. May be used as a guide in determining eligibility for travel and transportation allowances for a civilian employee when travel is in the Gov't's interest.

B. Tables 2 -11: Allowances

1. Tables 2 -11 list the allowances applicable to indicated assignments/transfers/moves and provide references to regulations that prescribe the applicable allowances.

2. FTR refers to the Federal Travel Regulation.

3. JTR is an administrative implementation for DoD civilian employees of the FTR, which applies to all Federal Executive Branch civilian employees.

4. References to the FTR are included for research purposes.

C. Table 1: Eligibility Table

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

[1] Movement of dependents and/or HHG to/from a training location is not a PCS when authorized under par. 4955 instead of per diem or an AEA for the employee while at the training site.
[2] Allowed when the new PDS is in a CONUS/non-foreign OCONUS area.
[3] Allowed when old/new PDSs are both in CONUS and/or non-foreign OCONUS areas. Allowed when, instead of being returned to the former non-foreign OCONUS area PDS, employee is transferred, in the Gov't's interest, to a different non-foreign OCONUS area PDS than the PDS from which transferred when assigned to the foreign country PDS (par. 5908-D).
[4] Advance allowed if not shipped via a Gov't-arranged move.
[5] Allowed only when PCS is to a designated isolated CONUS PDS.
[6] Reserved.
[7] The Gov't must arrange the NTS.
[8] FTA (Pre-departure Subsistence Expense – incurred only in CONUS or non-foreign OCONUS area). For FTA guidance, refer to DSSR, section 240 as stated in par. 5819.
[9] FTA (Miscellaneous Expense). For FTA guidance, refer to DSSR, section 240 as stated in par. 5819.
[10] FTA/HSTA (Lease Penalty Expense). For FTA/HSTA guidance, refer to DSSR, sections 240 and 250, respectively, as stated in par. 5819.
[11] HHT may be authorized incident to a PCS when the old and new PDS are both in CONUS and/or non-foreign OCONUS

areas.

D. Table 2: New Appointee (New Employee) Assigned From Anywhere To First Official Station In The CONUS

TABLE 2: NEW APPOINTEE (NEW EMPLOYEE) ASSIGNED FROM ANYWHERE TO FIRST OFFICIAL STATION IN THE CONUS	
Column 1 Relocation allowances that a DoD Component must pay or reimburse when the DoD Component elects to pay movement costs to the employee's first PDS. [1]	Column 2 Relocation allowances that a DoD Component has discretionary authority to pay or reimburse when the DoD Component elects to pay movement costs to the employee's first PDS.
1. Transportation of employee & immediate family member(s) (par. 5558) (FTR, Part 302–4). 2. Per diem for employee only (par. 5592) (FTR, Part 302–4). 3. Transportation including SIT of HHG (Ch 5, Part B) (FTR, Part 302–7). 4. NTS (extended storage) of HHG when an eligible employee is moved to an isolated CONUS PDS (Ch 5 Part D) (FTR, Part 302–8). 5. Transportation of a mobile home (including a boat) used as a primary residence in lieu of HHG transportation (Ch 5, Part B) (FTR, §302–10.2).[2]	1. POV shipment (Ch 5, Part B) (FTR, Part 302–9) [3].

[1] A DoD Component has the discretion to authorize or not authorize relocation allowances for movement to the first PDS. If the DOD Component elects to authorize relocation allowances it must pay all the listed allowances for which the employee qualifies under the applicable regulations in the JTR. Ch 5, Part B lists the allowances that are not payable incident to relocation to the first PDS.
[2] Transportation of a mobile home is allowed only within CONUS, within Alaska and through Canada en route between Alaska and CONUS.
[3] POV shipment may not be authorized for an employee hired at an OCONUS location for duty at the employee's first PDS located within CONUS.

E. Table 3: New Appointee (New Employee) Assigned To First Official Station OCONUS

TABLE 3: NEW EMPLOYEE APPOINTEE ASSIGNED TO FIRST OFFICIAL STATION OCONUS	
Column 1 Relocation allowances that a DoD Component must pay or reimburse when the DoD Component elects to pay movement costs to the employee's first PDS. [1]	Column 2 Relocation allowances that a DoD Component has discretionary authority to pay or reimburse when the DoD Component elects to pay movement costs to the employee's first PDS.
1. Transportation of employee & immediate family member(s) Ch 5 Part B) (FTR, Part 302–4). 2. Per diem employee only (par. 5592) (FTR, Part 302–4). 3. Transportation & SIT of HHG (Ch 5, Part B) (FTR, Part 302–7). 4. NTS (extended storage) of HHG (Ch 5, Part B) (FTR, Part 302–8). 5. The MEA portion of the FTA is authorized for a new appointee assigned to first foreign PDS (DSSR, Sec. 241.2).	1. POV shipment (Ch 5, Part B) (FTR, Part 302–9). 2. TQSA may be authorized for temporary lodging occupied at the foreign PDS under the DSSR (Gov't Civilians - Foreign Areas, Sec. 120). 3. FTA (Subsistence Expense), (DSSR Sec. 242.3) may be authorized for lodging occupied temporarily before departure from CONUS or from a non-foreign OCONUS location for a PDS in a foreign OCONUS area.

[1] a. TQSE in Ch 5, Part B is not authorized for new appointee movement to the first PDS.
b. The MEA in Ch 5, Part B is not authorized for a new appointee to the first PDS.
c. Use of a Relocation Service Company, Property Management Service and Home Marketing Incentive Payment are not authorized for a new appointee assigned to the first PDS (Ch 5, Part B) (FTR, Part 302–12).
d. The RIT allowance is not authorized for a new appointee assigned to first PDS (Ch 5, Part B) (FTR, Part 302–17).

F. Table 4: Transfer between Official Stations in the CONUS

TABLE 4: TRANSFER BETWEEN OFFICIAL STATIONS IN THE CONUS	
Column 1 Relocation allowances that a DoD Component must pay or reimburse when the DoD Component authorizes PCS allowances.	Column 2 Relocation allowances that a DoD Component has discretionary authority to pay or reimburse when the DoD Component authorizes PCS allowances.
1. Transportation & per diem for employee & immediate family member(s) (Ch 5, Part B) (FTR, Part 302–4). 2. MEA when moving a household (Ch 5, Part B) (FTR, Part 302–16). 3. Sell & buy residence transactions or lease termination expenses (Ch 5, Part B) (FTR, Part 302–11). 4. Transportation including SIT of HHG (Ch 5, Part B) (FTR, Part 302–7). 5. NTS (extended storage) of HHG (Ch 5, Part B) (FTR, Part 302–8) .[1] 6. Transportation of a mobile home (including a boat) used as a primary residence in lieu of HHG transportation (Ch 5, Part B) (FTR, Part 302–10). 7. RIT Allowance (Ch 5, Part B) (FTR, Part 302–17).	1. HHT - per diem, & transportation, employee & spouse only (Ch 5, Part B) (FTR, Part 302–5). 2. TQSE (Ch 5, Part B) (FTR, Part 302–6). 3. POV shipment (Ch 5, Part B) (FTR, Part 302–9). 4. Relocation service company use (Ch 5, Part B) (FTR, Part 302–12). 5. Property management service use (Ch 5, Part B) (FTR, Part 302–15). 6. Home marketing incentive (Ch 5, Part B) (FTR, Part 302–14).

[1] Only when assigned to a designated CONUS isolated official station.

G. Table 5: Transfer from CONUS to an Official Station OCONUS

TABLE 5: TRANSFER FROM CONUS TO AN OFFICIAL STATION OCONUS	
Column 1 Relocation allowances that a DoD Component must pay or reimburse when the DoD Component authorizes PCS allowances.	Column 2 Relocation allowances that a DoD Component has discretionary authority to pay or not pay when the DoD Component authorizes PCS allowances.
1. Transportation & per diem for employee & immediate family member(s) (Ch 5, Part B) (FTR, Part 302–4). 2. MEA when moving a household (Ch 5, Part B) (FTR, Part 302–16). 3. Transportation including SIT of HHG (Ch 5, Part B) (FTR, Part 302–7). 4. NTS (extended storage) of HHG (Ch 5, Part B) (FTR, Part 302–8). 5. RIT Allowance (Ch 5, Part B) (FTR, Part 302–17).	1. TQSE under Ch 5, Part B may be authorized for a PCS to a PDS in a non-foreign area outside CONUS but may not be authorized for a PCS to a PDS in a foreign area. 2. The FTA, Pre-Departure Subsistence Expense Portion (DSSR, Sec. 242.3) may be authorized for lodging occupied temporarily before departure from CONUS or from a non-foreign OCONUS location for a PDS in a foreign area. 3. TQSA (DSSR, Sec. 120) may be authorized for temporary lodging occupied at the foreign PDS upon arrival. 4. POV shipment (Ch 5, Part B) (FTR, Part 302–9). 5. Property management service may be authorized for an employee who qualifies under Ch 5, Part B (FTR, Part 302–15). 6. Relocation service company use may be authorized when transfer is to non-foreign OCONUS PDS (Ch 5, Part B) (FTR, Part 302–12). 7. Home marketing incentive may be authorized when transfer is to a non-foreign OCONUS PDS (Ch 5, Part B) (FTR, Part 302–14).

H. Table 6: Transfer from OCONUS Official Station to an Official Station in CONUS

TABLE 6: TRANSFER FROM OCONUS OFFICIAL STATION TO AN OFFICIAL STATION IN CONUS	
Column 1 Relocation allowances that DoD Component must pay or reimburse	Column 2 Relocation allowances that DoD Component has discretionary authority to pay or reimburse
1. Transportation & per diem for employee & immediate family member(s) (Ch 5, Part B) (FTR, Part 302–4). 2. MEA when moving a household (Ch 5, Part B) (FTR, Part 302–16). 3. Sell & buy residence transaction expenses or lease termination expenses (Ch 5, Part B) (FTR, Part 302–11)[1]. 4. Transportation including SIT of HHG (Ch 5, Part B (FTR, Part 302–7). 5. NTS (extended storage) of HHG only when assigned to a designated CONUS isolated official station in CONUS (par. 5312) (FTR, Part 302–8). 6. RIT Allowance (Ch 5, Part B) (FTR, Part 302–17).	1. POV shipment (Ch 5, Part B) (FTR, Part 302–9). 2. TQSE (Ch 5, Part B) (FTR, Part 302–6) may be authorized for temporary lodging occupied at the old PDS and new PDS. However, a TQSA under DSSR Sec. 120 may be authorized for temporary lodging occupied at a foreign OCONUS PDS before departure from that PDS while TQSE may be authorized for temporary lodging occupied in CONUS. [1]

[1] Allowed when:
a. The old and new official stations are located in CONUS and/or in a non-foreign OCONUS area.
b. When instead of being returned to the former non-foreign OCONUS area official station, an employee is transferred in the Gov't's interest to a different non-foreign OCONUS area official station than from the official station from which transferred when assigned to the foreign OCONUS official station.

I. Table 7: Transfer between OCONUS Official Stations

TABLE 7: TRANSFER BETWEEN OCONUS OFFICIAL STATIONS	
Column 1 Relocation allowances that DoD Component must pay or reimburse	Column 2 Relocation allowances that DoD Component has discretionary authority to pay or reimburse
1. Transportation & per diem for employee and immediate family member(s) (Ch 5, Part B) (FTR, Part 302–4). 2. Transportation and SIT of HHG (Ch 5, Part B) (FTR, Part 302–7). 3. MEA (Ch 5, Part B) (FTR, Part 302–16). 4. NTS (extended storage) of HHG (par. 5312) (FTR, Part 302–8). 5. RIT (Ch 5, Part B) (FTR, Part 302–17).	1. POV shipment (Ch 5, Part B) (FTR, Part 302–9). 2. Property management services (Ch 5, Part B) (FTR, Part 302–15). . TQSE if new PDS is in the U.S. (Ch 5, Part B) (FTR, Part 302–6). [1]

[1] TQSA may be authorized under the DSSR, Sec. 124 if transfer involves a foreign OCONUS PDS.

J. Table 8: Return from OCONUS Official Station to Place of Actual Residence For Separation

TABLE 8: RETURN FROM OCONUS OFFICIAL STATION TO PLACE OF ACTUAL RESIDENCE FOR SEPARATION	
Column 1 Relocation allowances that DoD Component must pay or reimburse	Column 2 Relocation allowances that DoD Component has discretionary authority to pay or reimburse
1. Transportation for employee & immediate family member(s) (Ch 5, Part B) (FTR, Part 302–4). 2. Per diem for employee only (par. 5108) (FTR, Part 302–4). 3. Transportation & SIT of HHG (Ch 5, Part B) (FTR, Part 302–7).	1. POV shipment (Ch 5, Part B) (FTR, Part 302–9).

K. Table 9: Last Move Home for SES Career Appointees upon Separation

TABLE 9: LAST MOVE HOME FOR SES CAREER APPOINTEES UPON SEPARATION (par. 5110) (FTR, §302-3.304)	
Column 1 Relocation allowances that DoD Component must pay or reimburse	Column 2 Relocation allowances that DoD Component has discretionary authority to pay or reimburse
1. Transportation for employee & immediate family member(s) (Ch 5, Part B) (FTR, Part 302–4). 2. Per diem for the employee only (Ch 5, Part B) (FTR, Part 302–4). 3. Transportation & SIT of HHG (Ch 5, Part B) (FTR, Part 302–7). 4. Transportation of a mobile home (including a boat) used as a primary residence in lieu of HHG transportation (Ch 5, Part B) (FTR, Part 302–10).	1. POV shipment (Ch 5, Part B) (FTR, Part 302–9).

L. Table 10: Temporary Change of Station (TCS)

TABLE 10: TEMPORARY CHANGE OF STATION (TCS) (Ch 5, Part B) (FTR, §302-3.400)	
Column 1 Relocation allowances that DoD Component must pay or reimburse	Column 2 Relocation allowances that DoD Component has discretionary authority to pay or reimburse
1. Transportation & per diem for employee & dependent(s) (Ch 5, Part B) (FTR, Part 302–4). 2. MEA (Ch 5, Part B (FTR, Part 302–16). 3. Transportation including SIT of HHG (Ch 5, Part B) (FTR, Part 302–7). 4. Transportation of a mobile home (including a boat) used as a primary residence in lieu of HHG transportation (Ch 5, Part B) (FTR, Part 302–10). 5. POV shipment (Ch 5, Part B) (FTR, Part 302–9). 6. RIT Allowance (Ch 5, Part B) (FTR, Part 302–17).	1. HHT expenses (Ch 5, Part B) (FTR, Part 302–5). 2. TQSE (Ch 5, Part B) (FTR, Part 302–6). 3. Property management services (Ch 5, Part B) (FTR, Part 302–15).

M. Table 11: Assignment under the Gov't Employees Training Act

TABLE 11: ASSIGNMENT UNDER THE GOV'T EMPLOYEES TRAINING ACT (5 USC §4109) [1] See par. 4955
1. Transportation of employee & immediate family member(s) (Ch 4, Part K) (FTR, Part 302–4). 2. Per diem for the employee (Ch 4, Part K) (FTR, Part 302–4). 3. Movement of HHG & SIT (Ch 5, Part B) (FTR, Part 302–7).

[1] The allowances listed in Table 11 may be authorized in lieu of per diem or actual expense allowances. This is not a PCS.

5506 PCS ORDER (FTR §302-2.102, §302-2.103, §302- 2.104)

When Gov't-funded PCS is authorized:

1. A written order must be issued to a new appointee/employee prior to reporting to the first/new official station.

2. Separate eligible dependent(s) PDT to the new PDS is authorized and effective when the employee's order is issued IAW Service/DoD Component regulations (par. 5578-A),

3. An appointee/employee should not incur PCS expenses until the written order has been received,

4. The order must indicate the specific allowances authorized in these regulations and provide instructions about procedures for travel and transportation services procurement.

5. See par. 5558 for procedural requirements applicable to new appointees.

5508 FUNDS ADVANCE

A. HHG Transportation and SIT Using the Commuted Rate Method (FTR §302-7.105/106)

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

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

a. Origin and destination;

b. A signed copy of a commercial bill of lading annotated with actual weight (or other evidence of actual weight) or a reasonable estimate acceptable to the DoD Component concerned; and

c. Anticipated SIT period (NTE 90 days) at Gov't expense.

B. HHG Non-Temporary Storage (NTS) (FTR §302-8.4). An advance is not authorized for HHG NTS.

C. Temporary Quarters Subsistence Expenses (TQSE) (FTR §302-6.15)

1. An advance may be paid to cover the estimated TQSE expenses for up to 30 days.

2. The DoD Component may subsequently pay additional travel advances for periods up to 30 days.

3. The maximum TQSE period is:

a. 120 days for TQSE(AE), and

b. 30 days for TQSE(LS).

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

E. POV Transportation and Emergency Storage (FTR §302–9.11). An advance for POV transportation and emergency storage may be paid NTE the estimated amount authorized.

5510 PCS COUNSELING

A. Effective Date of Transfer. This par. applies to employees with an effective date of transfer of 1 August 2011 or later.

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

1. Should be offered as early as possible during the PCS process;

2. May be offered to a selected candidate contemplating acceptance of a job that would require relocation;

3. Assists an employee in making more informed decisions;

4. Allows an employee to play a more active role in the PCS;

5. Educates an employee of the options when selling and/or buying a residence due to the enormous financial implications; and

6. May be provided by the DoD Component or contractors.

5512 REASSIGNMENT/TRANSFER ADVANCE NOTICE

A. General. The permanent duty reassignment/transfer of any employee from one PDS/DoD Component to another, which is outside an employee's commuting area, is effective after the employee has been given reasonable advance notice to prepare.

B. Short Distance Moves. See par. 5678.

C. Advance Notice Period

1. Emergency circumstances are taken into account in determining whether the advance notice period is reasonable.

2. A reasonable advance notice period should not be less than 30 days except when:

a. The employee and both the losing/gaining agencies agree on a shorter period;

b. Other statutory authority and implementing regulations stipulate a shorter period (OPM regulations for specified time frames); or

c. There are emergency circumstances.

5514 PCS REIMBURSEMENT PROVISIONS

A. General. The reimbursement maximums/limitations that apply to certain allowances are not the same for every employee even though claims may be filed within the same time frame because of:

1. Successive changes to these regulations governing PCS allowances, and

2. The extended period of time that an employee retains eligibility for certain allowances. See par. 5518.

B. Effective Date. The regulations in effect on the appointee's/employee's appointment/transfer effective date (App A) apply for payment/reimbursement purposes.

C. TDY Mileage, MALT, TQSE, and Per Diem Computation. Use the actual amount without rounding when computing TDY mileage, MALT, TQSE, and per diem computation.

5516 TRAVEL AND TRANSPORTATION FUNDING

A. General

1. An employee's pay and leave status during official travel are subject to the separate departments' regulations about hours of duty, pay, and leave.

2. A new appointee is in a duty status while traveling to the first PDS.

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

4. See App A for definitions of Different (or Separate) Departments and Agencies, DoD Component, Foreign OCONUS Area/Country, and OCONUS.

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

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

2. General. Except as in pars. 5516-B3 and 5516-B4, costs associated with a PCS may be paid by the gaining department/agency/DoD Component IAW par. 5502.

3. Reduction in Force (RIF)/Transfer of Functions (FTR §302–2.105)

a. Transfer costs, between different DoD activities, of an employee identified for separation/demotion caused by RIF/transfer of function must be paid by the losing activity.

b. A losing DoD activity must try to have the non-DoD gaining activity pay or share the costs incident to transfers (that involve a RIF/transfer of function) to a department/agency outside DoD.

c. If a non-DoD gaining activity refuses to assume/share the expense, the cost must be paid by the losing activity.

4. Movement under the DoD Priority Placement Program (PPP)

a. PCS costs for movement under the PPP to a different DoD Component, due to a RIF/transfer of function, are funded IAW par. 5516-B3.

b. When a RIF/transfer of function is not involved, and an employee returns to the U.S. through the PPP from a foreign area assignment, the gaining activity pays TQSE and MEA.

c. Other PCS costs are paid by the losing activity.

C. Movement within the Same DoD Component

1. General

a. Except as in pars. 5516-C2 through 5516-C5, the gaining activity may pay PCS movement costs if the move meets the criteria in par. 5502-C.

b. When the gaining activity elects to pay movement costs, see par. 5520 for mandatory allowances, and allowances that may be authorized (at the gaining activity's discretion).

2. Reduction in Force/Transfer of Function. The losing activity must pay movement costs.

3. BRAC. Ordinarily the gaining activity pays PCS movement costs. However, the losing activity may, at its discretion, pay PCS movement costs from a BRAC action.

4. From an OCONUS Activity to a CONUS Activity

a. When an employee transfers from an OCONUS to a CONUS PDS activity, the losing activity must pay employee and dependent transportation allowances IAW par. 5573-B1.

b. Transportation allowances include per diem and HHG/POV transportation to the employee's:

(1) Actual residence, or

(2) CONUS activity, NTE the cost to the employee's actual residence.

c. If the gaining activity authorizes PCS allowances, it is responsible for additional employee and dependent transportation costs , including per diem and transportation of:

(1) HHG/POV to the new PDS,

(2) MEA, and

(3) Real estate allowances (if the employee is eligible),

d. At the gaining activity's discretion, a HHT (if the employee is eligible) and TQSE may be paid for an:

(1) Employee who completes the prescribed tour of duty under the current service agreement;

(2) Employee released from the period of service specified in the service agreement for reasons beyond the employee's control that are acceptable to the losing DoD Component;

(3) Army employee moved under the Civilian Career Management Program referral system who completes an initial OCONUS tour of duty and at least half of an additional tour in excess of 12 months or two-thirds of an additional 12 month tour; and

(4) Employee with/without a service agreement moved under the PPP. If a RIF/transfer of function is involved, par. 5516-C2 applies.

5. From an OCONUS Activity to an Activity of the Same DoD Component in Hawaii. Pars. 5516-C2 through 5516-C4 apply in funding travel and transportation when an employee transfers from an OCONUS activity to a Hawaiian activity of the same DoD Component.

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

7. Employees Returning from Foreign Areas through the DoD Priority Placement Program (PPP)

a. Losing Activity Costs. When a RIF/TOF is not involved, costs for an employee returning through the PPP from foreign area assignment in the same DoD Component must be paid by the losing activity.

b. Gaining Activity Costs. TQSE and MEA must be paid by the gaining activity.

D. Separation from OCONUS Employment

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

2. Separation before Travel Begins. When an employee:

a. Eligible for travel/transportation to the actual residence resigns OCONUS before beginning travel from the OCONUS PDS, the eligibility continues and the OCONUS losing activity must pay the movement expenses to the actual residence.

b. Under the same conditions above expects to continue in Gov't service in a different department/agency in the actual residence locality, provided the employee is not employed or authorized a PCS movement by the gaining activity before departure from the losing OCONUS PDS (44 Comp. Gen. 767 (1965)).

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

a. When an employee under an agreement:

(1) Returns to the actual residence/allowable alternate destination in the U.S. for separation, and

(2) After arrival at the destination is employed by another DoD Component without a break in service,

The losing OCONUS activity must pay for the allowable separation NTE travel/transportation costs to the actual residence.

b. For the conditions and limitations regarding payment by the gaining DoD Component when additional travel/transportation to the new PDS is necessary and circumstances under which PCS allowances may be authorized and paid, see par. 5572-F (46 Comp. Gen. 628 (1967); 47 id 763 (1968); B-163113, 27 June

1968; B-163364, 27 June 1968).

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

5518 TIME LIMITS FOR BEGINNING TRAVEL AND TRANSPORTATION (FTR §302-2.110)

A. General

1. All travel between authorized points (PDSs, etc.) in the travel order (including dependent(s)), and transportation (including HHG allowed) should be accomplished as soon as possible.

2. The employee may request a travel and transportation allowance extension.

3. The DoD Component may grant the extension if in the Gov't's interest, IAW par. 5518-C.

4. This authority cannot be used ICW a future order and has a finite limit (see par. 5518-C) for total time.

B. Employee Married to Employee/Member

1. Upon request an extension may be authorized/approved by the DoD Component when in the Gov't's interest, by an employee:

a. Married to an employee, or

b. Married to a member, or

c. Whose domestic partner is an employee/member

when each is traveling under a separate order between PDSs,

2. See par. 1030 for restrictions.

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

1. Is exclusive of furlough time spent by an employee who begins active military service before the expiration of such period and who is furloughed for the military assignment duration to the PDS for which transportation and travel expenses are allowed; and

2. Does not include any time during which travel and transportation is not feasible due to shipping restrictions for an employee who is transferred/appointed to or from an OCONUS PDS; and

3. Is extended (when in the Gov't's interest by the DoD Component) for up to an additional 1 year when the original 1 year time limitation for residence transaction completion is extended under par. 5908-C. Even when an extension is authorized/approved, PCS allowances must be calculated by using the allowances in effect on the employee's transfer effective date.

D. Restrictions

1. The employee is financially responsible for PCS travel and transportation allowances beyond the initial 1 year unless an extension is authorized/approved by the DoD Component as being in the Gov't's interest.

2. Reasons that do not justify authorizing/approving an extension include (but are not limited to):

a. Delaying dependents/HHG relocation in anticipation of a future PCS order not yet issued, and

b. Residence construction/ renovation delays at the new PDS.

5520 TRAVEL AND TRANSPORTATION REIMBURSEMENT

A. Authorized PCS Allowances. An employee who relocates and meets the eligibility conditions in par. 5502 is authorized the following if the hiring process includes PCS allowances:

1. Employee and dependents' transportation, including MALT for POC travel, (par. 5156),

2. Per diem for the employee and dependents (par. 5592-F for travel by ship),

3. HHG shipment, including SIT,

4. HHG NTS (NTS is not authorized for CONUS to CONUS transfers unless it is to a designated isolated CONUS PDS).,

5. Reimbursable expenses, and

6. Expenses incurred in the selling and/or buying of a residence, or lease termination. See Ch 5, Part B.

B. Allowance Restrictions. PCS allowances in par. 5520-A:

1. Are not subject to negotiation between the employing activity and the employee.

2. May not be reduced/changed by the employing activity (55 Comp. Gen. 613 (1976)).

C. Discretionary PCS Allowances. The employing activity may, at its discretion, also authorize:

1. A HHT and/or TQSE (Ch 5, Part B), and/or

2. POV shipment (Ch 5, Part B).

5522 PCS MOVEMENTS (FTR Part 302–3)

A. General. This covers worldwide PCS movements.

B. Travel and Transportation Allowances. Under par. 5502, travel and transportation allowances are authorized incident to PCS movements in par. 5522.

C. Agreements/Service Requirements/Violation Agreements. See Ch 5, Part B. An employee who relocates and meets the eligibility conditions for travel and transportation allowances in par. 5502 and retires after completing the required service period, but before using all travel and transportation allowances, is authorized those allowances for the standard time period after reporting for duty and is eligible for the allowances even after retirement (GSBCA 16494-Relo, 4 November 2004).

D. Alternate Origin and/or Destination Limitation. Travel and transportation allowances are limited to those between the old and new PDSs.

CHAPTER 5: PERMANENT DUTY TRAVEL

PART B: EMPLOYEES ONLY

SECTION 2: EMPLOYEE TRAVEL AND TRANSPORTATION

SUBSECTION a: GENERAL

5524 TRAVEL AND TRANSPORTATION OPTIONS

A. General. An employee may elect to:

1. Travel by POC,

2. Procure common carrier transportation, or

3. Be provided transportation in kind.

B. Mandatory Gov't Transportation Use. See par. 3220-A.

5526 TRAVEL TIME

A. General. For per diem purposes, travel time is IAW par. 3025.

B. Elapsed Time Is Less than Authorized

1. Whenever the elapsed time from departure date through arrival date is less than the authorized travel time, the elapsed time is used.

2. Example: Official distance travel is 1,500 miles. The employee is detached from the activity at the old PDS 1 June and checks in to the new activity at the new PDS 4 June. Travel is performed by POC. The maximum allowable travel time is 5 days; however, elapsed time is 4 days. The employee is authorized 4 days as travel time.

C. Additional Travel Time

1. Additional travel time may be authorized/approved when actual travel time exceeds authorized travel time for reasons beyond the employee's control, such as:

a. Acts of God,

b. Restrictions by Gov't authorities,

c. Difficulties in obtaining POC fuel, or

d. Other satisfactory reasons.

2. The additional travel time authorized may be the actual delay period or a shorter period as determined appropriate.

3. Per diem is payable for any days additional travel time is authorized.

4. Financial regulations may require that an explanation of the circumstances that necessitated the delay, and the commanding officer's action, be attached to the voucher.

5528 REIMBURSEMENT FOR COMMON CARRIER TRANSPORTATION PLUS PER DIEM

A. Mandatory DoD Policy

1. It is mandatory policy for all employees to use an available TMC for all official transportation requirements.

2. See par. 3220-A for available Gov't transportation use policy.

B. Reimbursement

1. An employee who, despite violating DoD policy on TMC use, procures common carrier transportation at personal expense for official travel, is authorized reimbursement NTE the amount authorized in pars. 3220-A, 3220-B, 3045, 3500, 3600, and 7815.

2. Reimbursement must not exceed the cost for the authorized transportation and accommodations over a usually traveled direct route IAW a schedule that meets the order requirements.

3. Reimbursement under this subpar. is based on the policy constructed airfare.

4. If the policy constructed airfare is a city pair airfare, the non-capacity controlled city pair airfare is used, if Gov't procured transportation is available under par. 2405-B (B-163758, 14 Aug 1975).

C. Per Diem. Per diem is computed under Ch 5, Part B2.

D. Transportation in Kind Plus Per Diem. When the Gov't provides transportation in kind at no cost, the employee is authorized per diem under Ch 5, Part B2.

5530 MIXED MODE TRAVEL

A. General

1. Reimbursement. Total reimbursement is NTE the MALT rate plus per diem for the authorized travel.

2. Authorization. When POC use is authorized/approved for all PDT travel, and the employee modifies transportation using POC and common carrier (par. 4765), the employee is authorized:

a. The MALT rate for the distance traveled by POC;

b. The common carrier cost; and

c. Per diem for actual travel time.

3. PCS Mixed Modes Example

Date	Departure/Arrival	Location	Transportation
01 Jul	Depart:	Old PDS	CP
01 Jul	Arrive:	LV address	
20 Jul	Depart:	LV address	POC
30 Jul	Arrive:	New PDS	
DTOD distance from the old PDS to the new PDS is 2,984 miles. DTOD distance from the leave address to the new PDS is 838 miles MALT rate per authorized POC is $.23/mile		MALT Plus per diem rate is $129/day Leave address M&IE is $51 New PDS M&IE is $71	

COST FOR ACTUAL TRAVEL:		
1 Jul	Commercial air cost from old PDS to leave address (non-city pair airfare)	$250.00
	Taxi to airport	$ 25.00
	Per diem: 75% x $51 =	$ 38.25
20 to 30 Jul	MALT: 838 miles x $.23/mile =	$192.74
	MALT Plus per diem: $129/day x 3 days =	$387.00
Total Actual Cost =		$892.99
COST FOR POC TRAVEL FOR THE ORDERED DISTANCE:		
1 to 9 Jul	MALT rate: 2,984 miles x $.23/mile =	$686.32
	MALT Plus per diem: $129/day x 9 days =	$1,161.00
Total Constructed Cost =		$1,847.32
Reimburse to the employee the actual cost ($892.99) NTE the constructed cost ($1,847.32).		
The employee is due:		$892.99

B. Mixed Modes Travel Time

1. General

a. Authorized travel time, for travel by common carrier at personal expense or by mixed modes is:

(1) Travel time authorized for the total distance traveled by POC in whole days IAW par. 3025-C, NTE the travel time authorized for the official distance between origin and destination, and

(2) 1 day for commercial transportation other than transoceanic. See par. 5532-C3.

b. Regardless of the number of transportation modes used, authorized travel time may not exceed that allowed in par. 3025-C as if POC were used for the entire travel (unless additional travel time is authorized under par. 5012-C).

2. Computation when Travel Is by Mixed Modes. Compute authorized mixed mode travel time as follows:

a. Steps

(1) Step 1. Determine the official distance between authorized travel points as prescribed in par. 2650;

(2) Step 2. Determine the total number of miles traveled by POC, NTE the distance in Step 1, and compute travel time IAW par. 3025-C;

(3) Step 3. Add one day for travel by common carrier (non-transoceanic), if there is any remaining distance (Step 1 distance minus the Step 2 distance); and

(4) Step 4. Compare the number of days in Step 3 to the number of days had POC been used for the entire distance and allow the lesser.

b. Examples

(1) Example 1. Official distance 1,500 miles; employee travels 800 miles by POC, 600 miles by rail, and 900 miles by air. Travel time is authorized for 800 miles of POC travel (3 days) plus one day for travel by commercial carrier, for 4 day total.

(2) Example 2. Official distance 1,000 miles; employee travels 800 miles by POC, and 700 miles by air. Travel time for 800 miles by POC (3 days) plus one day for travel by air equals 4 days. Comparing 4 days to 3 days (maximum authorized if POC used for entire distance) results in 3 days of

authorized travel time.

(3) Example 3. Official distance 385 miles; employee travels 200 miles by POC, and 500 miles by air. Travel time is allowed for 200 miles by POC (1 day) plus one day for travel by air; however, since the total distance is less than 400 miles, only one day of travel time is allowed.

c. Travel not Considered

(1) For mixed mode travel, the distance traveled to leave points is considered when computing travel time. The following are not considered:

(a) Travel at a leave point;

(b) Travel at the old/new PDS or TDY station; and

(c) Travel from a leave point to another location and return to the same leave point, (i.e., travel to leave point in Chicago, IL, subsequent travel to Kansas City, MO; St. Paul, MN, to Chicago, IL - total distance is disregarded).

(2) Example

An employee travels from old PDS Ft. Belvoir, VA to leave location Miami, FL (1,063 miles). Miami to leave location Chicago, IL (1,392 miles). Chicago to new PDS Ft. Irwin CA (2,094 miles). Ft. Belvoir to Ft. Irwin is 2,627 miles. Ft. Belvoir to Chicago is 715 miles.

If the employee travels by POC the entire trip, travel time is computed using 2,627 miles. If the employee travels by POC from Ft. Belvoir to Miami and then travels by commercial plane from Miami to Chicago to Ft. Irwin, then 1,063 miles (which is less than old to new PDS distance) is used to compute travel time plus 1 day for the commercial plane.

If the employee travels by POC from Ft. Belvoir to Miami to Chicago and then travels from Chicago to Ft. Irwin by commercial plane, travel time is computed using the distance from Ft. Belvoir to Chicago (715 miles – which is less than old to new PDS distance) plus 1 day for the commercial plane.

If the employee travels by air from Ft Belvoir to Miami, then by POC from Miami to Chicago and from Chicago to Ft Irwin by air, use the distance 1, 392 miles for POC travel Miami to Chicago (which is less than old to new PDS distance) plus 1 day for the commercial plane (even though two were used on separate days).

5532 PCS TO, FROM, OR BETWEEN OCONUS POINTS

A. General. An employee traveling on a PCS order to, from or between OCONUS points, is authorized:

1. The applicable allowances in Ch 5, Part B2 for the official distance between the old PDS and the appropriate aerial/water POE serving the old PDS; and

2. Transportation by available Gov't aircraft/ship, otherwise Gov't procured transportation or reimbursement for transportation procured at personal expense for the transoceanic travel involved (see pars. 3220-A, 3220-B and 5532-C4) plus applicable per diem; and

3. The applicable allowances in Ch 5, Part B2 for the official distance between the appropriate aerial/water POD serving the new PDS, and the new PDS; and

4. Travel to and from VPCs, when accomplished concurrently with travel performed under par. 5532-A1 or 5532-A3, IAW par. 5726.

B. When only Land Travel Is Involved. Except as in par. 5032-C, an employee on a PCS order not involving transoceanic travel (see App A) is authorized the applicable allowances in Ch 5, Part B2 for the official distance.

C. Transoceanic Travel

1. General. When transoceanic travel is involved between PDSs, the usual means of travel is air transportation for personal and dependent transoceanic travel. Reimbursement is authorized for:

a. Personal travel under par. 5532-A, and

b. Dependent travel under par. 5588, and

c. POV delivery to the loading port/VPC for transportation under par. 5726

2. POC Travel. See par. 5612.

3. Transoceanic Travel Time

a. Transoceanic travel time by aircraft/ship is the actual time required by the usual direct routing.

b. The embarkation/debarkation day at the port, while awaiting transportation, is included in actual time for ocean/transoceanic travel regardless of the embarkation/debarkation hour.

c. When transoceanic travel is performed by POC, see par. 5612.

4. Transoceanic Transportation Reimbursement Costs

a. Gov't Procured Transportation Available. If Gov't procured transportation is directed, reasonably available, and not used, the employee is NOT authorized reimbursement for transportation costs.

b. Gov't Procured Transportation Not Available

(1) Gov't Procured Transportation Not Available. When Gov't procured transportation is not available, the employee is authorized transportation reimbursement NTE the policy constructed airfare (see App A) over the direct route between origin and destination.

(2) Air Travel Medically Inadvisable. If air travel is medically inadvisable for the employee and/or an accompanying dependent, reimbursement is limited to the least costly available first class passenger accommodations on a commercial ship.

c. Travel by Foreign Flag Air Carrier/Ship. See par. 3005-F for circumstances when reimbursement is authorized for travel, at personal expense, on a foreign flag air carrier/ship.

D. Indirect/Circuitous Travel Reimbursement

1. General. When an employee, at personal expense and convenience, performs PCS travel over an indirect/circuitous route, the employee is authorized:

a. Lodging Plus per diem for land travel performed from the time the employee departs the old PDS until the employee reports to the new PDS;

b. Reimbursement for the cost of transoceanic U.S. flag transportation used and per diem; and

c. Reimbursement for transoceanic non U.S. flag transportation used and per diem NTE the cost the Gov't would have incurred for the employee's transportation on the direct route if travel by non U.S. flag carrier

on the circuitous route is supported by the documentation required in Ch 3, Part A1, stating that a U.S. flag carrier was not available on the direct route and documentation stating that a U.S. flag carrier was not available on the circuitous route.

2. Reimbursement Limitation. Total reimbursement must not exceed the amount the employee would have been authorized via the direct route between the old and new PDSs.

CHAPTER 5: PERMANENT DUTY TRAVEL

PART B: EMPLOYEES ONLY

SECTION 2: EMPLOYEE TRAVEL AND TRANSPORTATION

SUBSECTION b: PER DIEM

5534 GENERAL (FTR §302-4.200)

A. Travel of 12 or fewer hours (12 Hour Rule). A per diem allowance must not be paid when the official travel period is 12 or fewer hours (FTR §302-11.2).

B. PCS Travel Delayed for Reasons Beyond the Employee's Control

1. An exception may be made by the travel approving/directing official when travel en route is delayed for reasons beyond the employee's control, such as acts of God, restrictions by governmental authorities, or other reasons acceptable to the employing DoD Component (e.g., an employee with disabilities).

2. In these cases, per diem may be allowed for the full delay period or for a shorter delay period as determined by the DoD Component.

3. The employee should be prepared to provide a statement on the reimbursement voucher fully explaining the circumstances that necessitated the en route travel delay if required by finance regulations.

C. Per Diem Rates for PDT

1. CONUS Travel. The Standard CONUS per diem rate:

a. Applies for any CONUS city/county location not identified in the CONUS per diem rates.

b. Is used for all CONUS locations when PDT is involved with:

(1) Travel to a first duty station for a newly recruited employee or appointee;

(2) Travel incident to a PCS;

(3) RAT;

(4) Separation travel;

(5) Occupying temporary lodging (except when TQSE(LS) is authorized under Ch 5, Part B9); and

(6) HHT (except when lump sum payment is authorized under par. 5800).

2. OCONUS Travel

a. The applicable maximum per diem rate applies to OCONUS travel.

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

c. OCONUS per diem ICW PDT travel is authorized for:

(1) Travel to a first duty station for a newly recruited employee/appointee;

(2) Travel incident to a PCS;

(3) RAT;

(4) Separation travel;

(5) HHT (lump sum method only); and

(6) Temporary lodging occupation at an OCONUS location.

5536 PER DIEM WHEN GOV'T OR COMMERCIAL TRANSPORTATION IS USED

A. General. The 'new PDS' per diem rate and the computation in par. 4280 are used for PCS travel when transportation is personally procured , or furnished as transportation-in-kind, for separate legs of a journey (par. 3035).

B. Overnight Stop/TDY Site. If there is an overnight stop/TDY en route, the per diem rate for the arrival day at the overnight stop/TDY site is the stopover/TDY location rate, as appropriate.

C. New PDS Rate

1. The new PDS rate does not override the destination rate logic in par. 4280.

2. M&IE for the new PDS arrival day is the new PDS rate whether or not there is a stopover.

5538 PARTIAL TRAVEL DAYS

The 75% rate in par. 4065-A applies to:

1. Departure and arrival days at PDSs,

2. Designated places/alternate destination point, or

3. Safe haven (when PCS travel is from a safe haven location).

4. RAT leave locations when Lodgings Plus per diem is paid.

5540 SAME DAY TRAVEL

If travel begins and ends on the same day, per diem is 75% of the appropriate M&IE rate (par. 4280) when travel is more than 12 hours.

5542 PER DIEM FOR POC TRAVEL INVOLVING A CAR FERRY

See par. 5613.

5544 TRAVEL BY COMMERCIAL SHIP

Per diem is not authorized for an employee and/or dependent when traveling aboard a commercial ship when meals are furnished without charge, or are part of the accommodations cost, except on embarkation and debarkation days.

5546 PER DIEM WHEN CROSSING THE INTERNATIONAL DATELINE (IDL)

The following are examples of per diem computation, when crossing the international date line (IDL).

A. Example 1

Date	Departure/Arrival	Location	Transportation
17 Feb	Depart:	Old PDS	GB
	Arrive:	POE	
18 Feb	Depart:	POE	TP
	Arrive:	POD	
19 Feb	Depart:	POD	TP
	Arrive:	New PDS	
Employee spends $150 for lodging on 17 February. POE per diem rate is $291 ($193/ $98). POE is not the local terminal for the old PDS. Employee spends $100 for lodging on the second 18 February. POD per diem rate is $161 ($110/ $51). M&IE for new PDS is $39.			
REIMBURSEMENT			
17 Feb	75% x $98 = $73.50 + $150 ($150 is less than $193) =		$ 223.50
18 Feb	$51 (destination M&IE rate) =		51.00
18 Feb	$51 + $100 ($100 is less than $110) =		151.00
19 Feb	75% x $39 (new PDS rate) =		29.25
Total Reimbursement			$454.75

B. Example 2

Date	Departure/Arrival	Location	Transportation
18 Feb	Depart:	Old PDS	TP
18 Feb	Arrive:	POD	
19 Feb	Depart:	POD	TP
19 Feb	Arrive:	New PDS	
Employee spends $100 for lodging on the second 18 February. POD per diem rate is $161 ($110/$51). M&IE for new PDS is $39.			
REIMBURSEMENT			
18 Feb	75% x $51 (destination M&IE rate) =		$ 38.25
18 Feb	$51 (destination M&IE rate) plus $100 ($100 less than $110) =		151.00
19 Feb	75% x $39 (new PDS rate)		29.25
Total Reimbursement			$218.50

C. Example 3

Date	Departure/Arrival	Location	Transportation
5 Mar	Depart:	Old PDS	TP
5 Mar	Arrive:	POD	
5 Mar	Depart:	POD	TP
5 Mar	Arrive:	New PDS	
POD per diem rate is $177 ($126/ $51). M&IE for new PDS is $39.			
REIMBURSEMENT			
5 Mar	75% x $39 (new PDS rate) =		$ 29.25
5 Mar	75% x $39 (new PDS rate) =		29.25
Total Reimbursement			$58.50

5548 PER DIEM ALLOWANCE ELEMENTS

A. Maximum Lodging Expense. A per diem rate includes a maximum lodging expense reimbursement amount. Reimbursement is limited to the lesser of the actual lodging cost or the applicable maximum amount. Lodging receipts are required IAW DoD FMR 7000.14-R, Volume 9. See par. 2710.

B. Lodging Tax

1. CONUS and Non-foreign OCONUS Areas

   a. The locality per diem lodging ceiling in CONUS and in a non-foreign OCONUS area does not include lodging tax.

   b. Lodging tax in CONUS and in a non-foreign OCONUS area is a reimbursable expense (see App G).

2. Foreign OCONUS Areas

   a. The locality per diem lodging ceiling in a foreign OCONUS area includes lodging tax.

   b. Lodging tax in a foreign OCONUS area is not a reimbursable expense.

C. M&IE. Per diem rates include a fixed allowance for M&IE. The M&IE rate, or portion thereof, is payable to an employee without itemization of expenses or receipts.

5550 LODGING PLUS PER DIEM COMPUTATION METHOD

A. General. Compute per diem for all PCS travel using the Lodging Plus method. Each travel day's per diem is the actual amount the employee pays for lodging plus an allowance for M&IE; the total is NTE the Standard CONUS per diem rate for CONUS or the maximum OCONUS locality per diem rate(s) for OCONUS.

B. Per Diem Computations. When PCS travel is more than 12 hours, per diem must be calculated using the following rules:

NOTE: This is the departure day from the PDS, home, or other authorized point.

1. Day Travel Begins

   a. Lodging Required. Per diem is the actual lodging cost incurred by the employee, NTE the applicable lodging rate (Standard CONUS rate or maximum OCONUS locality rate), plus 75% of the applicable M&IE rate (Standard CONUS or OCONUS).

   b. Lodging Not Required. Per diem is 75% of the applicable M&IE rate (Standard CONUS or OCONUS new PDS) for one day.

2. Full Calendar Days

   a. Lodging Required. When lodging is required, and the employee is still en route, the applicable per diem rate (Standard CONUS or OCONUS locality rate) is the maximum rate for a stopover point at which lodging is obtained, plus the applicable M&IE rate (Standard CONUS or destination OCONUS).

   b. Lodging Not Required. For each full calendar day an employee is en route and lodging is not required, the per diem is the applicable M&IE rate (Standard CONUS or OCONUS).

3. Day Travel Ends

a. Lodging Required. Per diem is the lesser of the actual lodging cost incurred by the employee or the applicable lodging rate (Standard CONUS or maximum OCONUS locality) plus 75% of the applicable M&IE rate (Standard CONUS or the new OCONUS PDS).

b. Lodging Not Required. Per diem is 75% of the M&IE rate (Standard CONUS or the new OCONUS PDS) for that day.

5552 PER DIEM COMPUTATION

A. General. The per diem rates, prescribed for PDT in par. 5534-C, apply when computing per diem for HHT (Standard CONUS rate for the Lodging Plus method, and locality rate for the lump sum method), en route travel to the new PDS, RAT, and separation travel.

B. HHT. See Ch 5, Part B12.

C. En Route Travel to the New PDS

1. Except for determining the applicable rate (see subpar. A above), this par. applies when computing en route travel per diem to a new PDS.

2. The Standard CONUS M&IE rate or OCONUS M&IE locality rate applies to the arrival day at the new PDS.

3. When travel begins and ends on the same day, pars. 5550-B1 and 5550-B3 apply.

4. See the DTMO website for the current Standard CONUS per diem rate.

D. Separation Travel

1. Except for determining the applicable rate (see subpar. A above), pars. 5500-B2a and G1b(2) apply when computing per diem for all en route travel to the actual residence incident to separation.

2. The Standard CONUS M&IE rate is applicable on the arrival day at that location.

3. When travel begins and ends on the same day, the rules in pars. 5500-B1 and 5500-B3 apply.

4. See the DTMO website for the current Standard CONUS per diem rate.

E. Per Diem Computation Examples. See par. 2025-C for the current Standard CONUS per diem rate

1. Example 1

PCS Travel		
An employee performed PCS travel from Location A, to Location B, in 10 days. The employee elected to travel by POC, accompanied by spouse and 2-year old child. They departed their residence on Day 1 (departure day) and arrived at the new PDS on Day 10 (arrival day). The official distance traveled was 2,826 miles. The employee may be paid per diem for NTE 8 days based on 350 miles/travel day (par. 3025). The standard CONUS per diem rate is $142 ($91/ $51). Lodging was occupied for 9 nights, two of which were spent at friends' homes at no cost. The employee certified the single rates applicable to the rooms occupied with the dependents were $58, $57, $59, $58, $57, $56, $59, and 2 nights at no cost. Per diem is computed as follows:		
Per Diem for Actual Travel Under the Lodging Plus Method		
Maximum allowable per diem for 8 days x $142/day (Standard CONUS per diem rate) =		$1136.00
Day 1 (departure day)	$58 (lodging) + ($51 x 75%) =	$ 96.25
Day 2	$51 =	$ 51.00
Days 3 to 8	Lodging $346 ($57, $59, $58, $57, $56, and $59) + M&IE $306 ($51/day x 6 days) =	$652.00

Day 9	$0 (lodging) + $51 (M&IE) =	$ 51.00
Day 10 (arrival day)	$51 x 75% (M&IE) =	$ 38.25
Employee's Per Diem =		$888.50
Per diem for accompanying spouse at 75% of the amount due the employee ($888.50) =		$666.38
Per diem for accompanying child (under age 12) at 50% of the amount due the employee ($888.50) =		$ 444.25
Total Amount Payable To Employee =		$1,999.13
Determine the maximum number of days for which per diem is allowed by dividing the official distance by 350 (2,826 miles ÷ 350 miles/travel day = 8 travel days with a remaining distance of 26 miles (2,826 – 2,800)). No additional time is allowed for the 26 miles since it is less than the minimum 51 miles set in par. 3025.		
The maximum allowable per diem for PCS travel within CONUS is the Standard CONUS per diem rate of $142 ($91/ $51), par. 3025.		
Day 1 (departure day), the applicable per diem rate is $58 lodging cost plus 75% of the M&IE rate ($51) for a total of $96.25.		
Day 2, the applicable per diem rate is the lodging cost ($0) plus the M&IE rate ($51) for a total of $51.		
Days 3 to 8, the applicable per diem rate is the lodging cost ($346) NTE $91 x 6 days ($546) + the M&IE rate ($51) x 6 days for a total of $652.		
Day 9, the applicable per diem rate is the lodging cost ($0) plus the M&IE rate ($51) for a total of $51.		
Day 10 (arrival day at new PDS), the applicable per diem rate is 75% of the Standard CONUS M&IE ($51) for a total of $38.25.		
The per diem for actual travel by the employee is $888.50. Since the per diem for actual travel does not exceed the maximum allowable ($1136) for 8 days travel time, the employee is authorized the full amount ($888.50) for the actual travel time and per diem for dependents is 75% and 50% respectively of the $888.50 due the employee.		

2. Example 2

PCS Travel		
An employee performed PCS travel from Location A, to Location B, in 6 days. The employee elected to travel by POC, accompanied by spouse and 7 year old child. They departed the residence on Day 1 and arrived at the new PDS on Day 6. The employee may be paid per diem NTE 4 days based on 350 miles/travel day for the official distance of 1,443 miles (par. 3025). The standard CONUS per diem rate is $142 ($91/ $51). Lodging was occupied for 5 nights, 3 of which were spent at friends' homes at no cost. The employee certified the single rates applicable to the rooms occupied with the dependents were $59, $53, and 3 nights at no cost. Per diem is computed as follows:		
Per Diem for Actual Travel Under the Lodging Plus Method		
Maximum allowable per diem for 4 days x $142 day (Standard CONUS per diem rate) =		$568.00
Day 1 (departure day)	$0 (lodging) + $51 x 75% =	$38.25
Day 2	$59 (lodging) + $51 =	$110.00
Day 3	$0 (lodging) + $51 =	$51.00
Day 4	$53 (lodging) + $51 =	$104.00
Day 5	$0 (lodging) + $51 =	$51.00
Day 6 (arrival day)	75% x $51 =	$38.25
Employee's Per Diem =		$392.50
Per diem for accompanying spouse at 75% of the amount due the employee ($392.50) =		$294.38
Per diem for accompanying child (under age 12) at 50% of the amount due the employee ($392.50) =		$196.25
Total Amount Payable To Employee =		$883.13
Determine the maximum number of days for which per diem is allowed by dividing the official distance in miles by 350 (1,443 miles÷ 350 miles/travel day = 4 travel days with a remaining distance of 43 miles (1,443 – 1,400)). No additional time is allowed for the 43 miles since it is less than the minimum 51 miles set in par. 3025.		
The maximum allowable per diem for PCS travel within CONUS is the Standard CONUS per diem rate of $142 ($91/ $51), par. 3025.		
Day 1 (departure day), the applicable per diem rate is 75% of the M&IE rate ($51) for a total of $38.25.		
Days 2 and 4 - the applicable per diem rate is the lodging cost ($59 and $53) NTE $91 for each day plus the M&IE rate ($51) for each day.		

Days 3 and 5 - the applicable per diem rate is the M&IE rate ($51) for each day for a total of $102.
Day 6 (arrival day at new PDS) - the applicable per diem rate is 75% ($38.25) of the Standard CONUS M&IE rate ($51).
The per diem for actual travel time ($392.50) did not exceed the maximum allowable ($568), therefore the employee is authorized the lesser amount and the per diem for dependents is 75% and 50% respectively of the $392.50 due the employee.

3. Example 3

PCS Travel, Actual Costs Exceed the Gov't Cost		
An employee performed PCS travel from Location A, to Location B, in 15 days. The employee elected to travel by POC. They departed the residence on Day 1 and arrived at the new PDS on Day 15. The employee may be paid per diem NTE 8 days based the official distance of 2,615 miles. The standard CONUS per diem rate is $142 ($91/ $51). Lodging was occupied for 14 nights, 4 of which were spent at friends' homes at no cost. The employee certified the single rates applicable to the rooms occupied with the spouse, were 10 nights at $70 a night, and 4 nights at no cost. Per diem is computed as follows:		
Per Diem for Actual Travel Under the Lodging Plus Method		
Maximum allowable per diem for 8 days @ $142/day (Standard CONUS per diem rate) =		$1136.00
Day 1	$70 (lodging) + ($51 x 75% = $38.25) =	$108.25
Days 2 to 10	$70 (lodging) + $51= $121/day x 9 days =	$1,089.00
Days 11 to 14	$51/day x 4 days =	$204.00
Day 15	$51 x 75% =	$38.25
Total		$1,439.50
Per diem for accompanying spouse at 75% of the amount due the employee ($1,439.50) =		$1079.63
Total travel costs		
($1,439.50 + $1,079.63) =		$2,519.13
Total amount payable to employee		
($1136 + dependent per diem $852, 75% of $1136) =		$1,988.00
Determine the maximum number of days for which per diem is allowed by dividing the official distance by 350 (2,615 ÷ 350 = 7 days with a remaining distance of 165 miles (2,615 – 2,450). One additional day is allowed for the 165 miles since it exceeds the minimum 51 miles set in par. 3025for a total of 8 days.		

4. Example 4

PCS Travel OCONUS to OCONUS		
An employee performed PCS travel from Location G to Location I in 2 days. The employee elected to travel by POA accompanied by spouse and 12 year old child. They departed the residence at 0700 on day 1 and arrived at the new PDS at 1800 on day 2. The official distance traveled was 771 miles. The employee may be paid per diem NTE 3 days based on 350 miles per calendar day (par. 3025). Lodging was occupied for 1 night. The employee certified the single rate applicable to the room occupied with dependents, for 1 night was $127. Per diem is computed as follows:		
Per Diem for Actual Travel using the Lodging Plus Method		
Maximum allowable per diem for 3 days @ (OCONUS locality rates) = $500 =		$500
Day 1 (departure day)	$127 (lodging) + $156 x 75% =	$244
Day 2	$125 (lodging) + $72 =	$197
Day 3 (arrival day)	$68 x 75% =	$51
Employee's Per Diem =		$492
Per diem for accompanying spouse at ¾ of the amount due the employee =		$369
Per diem for accompanying child (age 12) at ¾ of the amount due the employee =		$369
Total amount payable to employee = ($492 + 2 dependents per diem ($738 = 75% of $492 x 2) =		$1,230
Determine the maximum number of days for which per diem is allowed by dividing the official distance by 350 (771 ÷ 350 = 2 days. One additional day is allowed for the 71 miles since it exceeds the minimum 51 miles set in par.		

3025 for a total of 3 days.
The maximum allowable per diem rate for PCS travel in OCONUS is the maximum OCONUS locality per diem rate. Day 1 (departure day), the applicable per diem rate is $127 lodging cost plus 75% of the OCONUS locality M&IE rate ($156) for a total of $244. Day 2, the applicable per diem rate is the lodging cost ($125) plus the OCONUS M&IE rate ($72) for a total of $197. Day 3 (arrival day at new PDS), the applicable per diem rate is 75% of the OCONUS locality M&IE ($68) for a total of $51. The per diem for actual travel by the employee is $492. Since the per diem for actual travel does not exceed the maximum allowable ($500) for 3 days travel time, the employee is authorized the full amount ($492.00) for the actual travel time and per diem for dependents is ¾ each of the $492 due the employee.

5. Example 5. PCS/Separation Travel (see par. 2025-C for the current Standard CONUS per diem rate),

1. PCS/separation travel from OCONUS Location J to CONUS Location K.
2. 9/1: Depart OCONUS residence at 0830. Arrive at CONUS residence at 2000.
3. The employee is authorized per diem since actual travel time exceeds 12 hours (par. 5550).
4. Since travel begins and ends on the same day, pars. 5550-B1 and 5550-B3 apply. Also par. 5552-D.
5. The max per diem rate at the time of travel was $142 ($91/ $51). The destination rate applicable for PCS and separation travel to CONUS is the Standard CONUS per diem rate.
6. Reimbursement for 9/1 is $38.25 ($51 x 75%).
7. Spouse's per diem is 75% of $38.25 due to employee if the spouse accompanied the employee on PCS travel.

6. Example 6

PCS Travel - More than 12 Hours		
Depart	Old PDS (CONUS)	1 May
Arrive	New PDS (OCONUS)	1 May
Actual travel time is 16 hours. The M&IE rate applicable to the new PDS location = $78 at the time of travel.		
Reimbursement		
NOTE: PCS travel M&IE is authorized at a flat 75% of the applicable M&IE rate indicated in par. 5554-E for the new PDS on the departure day from the old PDS and the arrival day at the new PDS.		
$78 (M&IE) rate x 75% for new PDS location =		$58.50
Total Reimbursement =		$58.50
Per diem for the accompanying spouse is ¾ of the amount due the employee ($58.50) =		$43.88
Per diem for the accompanying child age 12 or older is ¾ of the amount due the employee ($58.50) =		$43.88
Per diem for the accompanying child under age 12 is ½ of the amount due the employee ($58.50) =		$29.25

5554 EFFECT OF ABSENCE ON PER DIEM PAYMENT

An employee is not authorized per diem while on a full day of leave during permanent duty travel.

5555 WHEN PER DIEM IS AUTHORIZED

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

1. Periods of necessary delay awaiting further transportation,

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

3. TDY periods directed in a PCS order.

CHAPTER 5: PERMANENT DUTY TRAVEL

PART B: EMPLOYEES ONLY

SECTION 2: EMPLOYEE TRAVEL AND TRANSPORTATION

SUBSECTION c: SPECIAL OR UNUSUAL CIRCUMSTANCES

5556 FIRST DUTY STATION TRAVEL ELIGIBILITY

A. General

1. Travel and transportation expenses may be allowed to first duty station only for the following persons:

   a. A new appointee to any position;

   b. A student trainee assigned to any position upon completion of college work; or

   c. Presidential Transition Team personnel newly appointed to Gov't service who have performed transition activities under section 3 of the Presidential Transition Act of 1963 (3 USC §102, NOTE) and are appointed to Gov't service in the same fiscal year as the Presidential inauguration that immediately follows their transition activities.

2. The provisions of this Part apply to relocation to the first PDS from the actual residence at the time:

   a. Of appointment, for new appointees, as defined in par. 5558-B, or,

   b. Following the most recent Presidential election, but before selection/appointment, in the case of an individual described in par. 5556-A1c.

3. The restrictions in par. 5566 (Short Distance Transfers) do not apply to first duty station travel. When first duty station travel is involved, the hiring DoD Component may or may not, at its discretion, authorize/approve payment of applicable first duty station travel and transportation allowances in par. 5558-E without regard to the distance between the employee's actual residence and the first PDS.

B. Requirements and Allowances for a New Employee Assigned to an OCONUS PDS

1. Agreement Requirements. Ch 5, Part B11.

2. Service Requirements. See par. 5840.

3. Travel and Transportation Allowances. Travel and transportation allowances:

   a. Are measured from the actual residence, at the time of appointment, to the OCONUS PDS.

   b. For Presidential Transition Team appointees are limited to expenses incurred from the actual residence, from which the employee was relocated to perform Presidential transition activities, to the assigned PDS.

4. Foreign OCONUS Area PDS Assignment Allowances. See par. 5812 and Ch 5, Section 10.

5558 NEW APPOINTEE AND STUDENT TRAINEE APPOINTMENTS AND ASSIGNMENTS TO FIRST PDS

A. General

1. Travel and transportation allowances may be authorized for appointees/student trainees assigned to a first PDS. Once reimbursement is authorized for travel and transportation allowances, all mandatory allowances must be reimbursed.

2. The appointee/student assigned to a first PDS may be reimbursed allowable travel and transportation expenses once a service agreement to remain in Gov't service for a 12 month minimum (beginning the date the appointee/student trainee reports for duty at the first/new PDS) is signed, unless separated for reasons beyond the employee's control that are acceptable to the DoD Component concerned.

3. If the written service agreement is violated, including failure to report for duty at the first/new PDS, any Gov't funds spent for travel, transportation, moving and/or HHG storage, and all other allowances authorized under this Part are the individual's financial responsibility to repay to the Gov't.

4. See par. 5820-E regarding service agreement requirements for appointments to an OCONUS position.

5. See par. 5840-C and App Q, pars. C and D for information concerning OCONUS PDS location tours.

B. Coverage. A new appointee:

1. May be authorized payment of only expenses listed in par. 5558-E when relocating to the first PDS.

2. Includes:

a. An individual who is employed with the Federal Gov't for the first time,

b. Presidential Transition Team personnel (par. 5556-A1c), and

c. An employee returning to the Gov't after a break in service (except an employee separated as a result of reduction in force/transfer of function and is re-employed within one year after such action (par. 5560)); or

d. A student trainee assigned to the Gov't upon completion of college.

3. Is not an employee separated as a result of a RIF/transfer of function. Such an employee is treated as a transferee under pars. 5516 and 5560.

C. DoD Component Responsibility. Each DoD Component must ensure that a new appointee is informed of benefits availability and limitations and counseled IAW par. 5510.

D. Procedural Requirements

1. Agreement. Payment for otherwise allowable expenses/advance of funds cannot be made unless the appointee/student trainee has signed the appropriate service agreement.

2. Travel before Appointment

a. Authorized expenses may be paid even though the individual concerned has not been appointed at the time travel to the first PDS is performed.

b. Travel and transportation for Presidential Transition Team personnel (par. 5556-A1c), may take place at any time following the most recent Presidential election, but expense reimbursement cannot occur until the individual's actual appointment.

c. Ch 5, Part B2 does not limit the Ch 7, Part X provisions allowing the payment of pre-employment interview travel.

3. Prior Payment. A student trainee may not receive payments at the time of assignment if travel and transportation expenses were paid when the trainee was appointed as a student trainee.

E. Allowable Expenses. The following expenses are payable when travel to the first PDS at Gov't expense is authorized/approved by the hiring DoD Component. Not all of the listed items are applicable in each situation covered by this Part.

1. Travel and transportation, including per diem, for the appointee/student trainee. See par. 5534-C1b. NOTE: AEA in Ch 4, Part C, is not authorized/approved for first duty station travel.

2. Transportation for the appointee's/student trainee's dependent. See Ch 5, Part B3.

3. MALT if a POC is used.

4. HHG transportation and SIT. See Ch 5, Part B4.

5. NTS (extended storage) of HHG if appointed to an isolated location or assigned to an OCONUS PDS. See Ch 5, Part B4.

6. Mobile home transportation. See Ch 5, Part B7.

7. POV shipment when authorized by the DoD Component. See Ch 5, Part B6.

F. Expenses Not Allowable. The following expenses are not allowable to appointees and student trainees.

1. Per diem for dependents;

2. A HHT (Ch 5, Part B12);

3. TQSE (Ch 5, Part B9);

4. MEA (Ch 5, Part B10); NOTE: Ch 5, Part B7 does not authorize MEA for first duty station travel. The authority in DSSR, section 241.2 may be used to authorize MEA for an employee on first duty station travel to a foreign OCONUS area duty station.

5. Residence sale and purchase expense (Ch 5, Part B14);

6. Lease breaking expense (except as in par. 5819-D); and

7. Relocation service (Ch 5, Part B15).

G. Alternate Origin and/or Destination

1 The travel and transportation expense limit is the cost of allowable travel and transportation directly between the individual's actual residence at the time of selection/assignment and the PDS to which appointed/assigned.

2. For Presidential Transition Team personnel (par. 5556-A1c), the actual residence, at the time of first duty station travel following the most recent Presidential election, is used.

3. Travel may be from and/or to other locations, but the new appointee/student trainee is financially responsible for any excess cost involved.

H. Funds Advance. An advance for allowable expenses may be made to appointees/student trainees under Ch 2,

Part E.

5560 MOVEMENT OF AN EMPLOYEE OR REEMPLOYED FORMER EMPLOYEE AFFECTED BY REDUCTION IN FORCE (RIF)/TRANSFER OF FUNCTION (FTR §302–3.206)

A. General. An involuntary transfer due to a RIF/transfer of function is in the Gov't's interest (FTR §302-3.205). PCS allowances are authorized.

B. Placement before Separation. When an employee is assigned to any new duty station due to a RIF/transfer of function before separation, travel and transportation allowances are from the old PDS to the new PDS.

C. Placement after Separation. If a former employee was separated due to a RIF/transfer of function, and is reemployed:

1. In the Federal Gov't,

2. Within 1 year of the separation date,

3. Under a non-temporary appointment, and

4. At a different duty station from the one at which the original separation occurred,

the travel and transportation allowances are from the old PDS at which separated to the new PDS provided the new PDS meets the distance requirements in par. 5566 for a short distance transfer.

D. Agreement Requirement

1. PCS allowances may be allowed when an employee, who is transferred due to a RIF/transfer of function, agrees in writing to remain in Gov't service for 12months (beginning the date the employee reports for duty at the new PDS) IAW this par.

2. If the employee violates the written agreement, including failure to report for duty at the new PDS, any Gov't funds spent for allowances authorized under this par. are the employee's personal financial responsibility.

3. See par. 5820-E for agreement requirements when a transfer is to an OCONUS position.

E. Employee Transferring to the U.S. Postal Service. PCS allowances IAW Ch 5, Part B2 may also be authorized for a DoD employee (5 USC §5735) who:

1. Is scheduled for separation from DoD, other than for cause;

2. Is selected for appointment to a continuing position with the U.S. Postal Service; and

3. Accepts the appointment.

F. Order Issuance. Order issuance is covered in App I.

G. Funding. See par. 5516 for funding of allowances authorized under Ch 5, Part B2.

H. Employee Separated due to Function Transfer Example. An employee in CA declined to relocate with a function transfer and was separated. The employee sold the residence within 2 months, stored HHG and departed with the spouse for Washington, DC, in a POA, towing a house trailer. Upon reemployment in a permanent position in Washington 4 months later, the employee signed a service agreement and was issued a PCS order that authorized the same PCS allowances that would have been authorized had the employee transferred without a break in service. The employee was reimbursed for the residence sale, HHG storage and shipment, MALT and per diem for travel to Washington with the spouse prior to reemployment, including TQSE and the MEA. Reimbursement for towing the

house trailer was not allowed since reimbursement is allowed for shipping HHG or moving a house trailer, but not both (51 Comp. Gen 27 (1971) and B-172824, 28 May 1971).

5562 RETURN FROM MILITARY DUTY

A. Mandatory Restoration. An employee:

1. Authorized mandatory restoration under FPM 353,

2. Returning from military duty, and

3. Finding that an appropriate vacancy does not exist at the PDS at which the employee resigned to enter the Armed Forces,

is restored to the PDS at which the employee resigned to enter the Armed Forces.

B. Travel and Transportation Allowances. Travel and transportation allowance payment is in the Gov't's interest from the restoration place to a place where a suitable DoD vacancy is available (B-170987, 14 December 1970 and 25 Comp. Gen. 293 (1945)).

C. Real Estate Expense

1. Ch 5, Part B16, allows reimbursement for real estate expenses required to be paid by the employee ICW residence:

a. Sale (or unexpired lease settlement) at the former civilian PDS; and

b. Purchase at the new PDS (the criteria in par. 5566 concerning short distance transfers applies).

2. Reimbursement is prohibited for any:

a. Sale,

b. Settlement of an unexpired lease, or

c. Purchase transaction

that occurs prior to the employee being officially notified that the employee would be assigned to a different PDS than the one at which the employee resigned to enter the Armed Forces.

D. Travel and Transportation Allowances

1. An employee returning from the location at which released from duty in the Armed Forces directly to the new civilian PDS (other than the one from which the employee resigned or entered LWOP-US to enter the Armed Forces) has separate and distinct travel and transportation allowances.

2. Based on the employee's status the employee is authorized the below travel and transportation allowances:

a. Member Being Discharged. The employee is authorized travel and transportation allowances under the JTR from the place released from the Armed Forces to the HOR, or PLEAD.

b. Employee. The employee is authorized travel and transportation allowances for self, dependents, and HHG from the civilian PDS at which the employee resigned to enter the Armed Forces to the new civilian PDS.

3. The employee is authorized:

a. MEA (Ch 5, Part B10),

b. Reimbursement of expenses incurred ICW the sale/purchase of a residence or an unexpired lease (Ch 5, Part B14),

c. A HHT, but only if authorized in the order, under Ch 5, Part B12, and

d. TQSE, but only if authorized in the order under Ch 5, Part B9.

4. Alternate PDS (GSBCA 15754-RELO, 17 May 2002)

a. The employee's home, used as a residence while serving on active military duty, may be the employee's PDS instead of the former civilian PDS.

b. Real estate expenses are allowed for the sale of the home occupied as a residence while serving on active military duty instead of a home at the former civilian PDS.

c. PCS allowances are authorized from the location of the employee's home used as a residence while serving on active military duty to the employee's new PDS.

E. Moving Costs. If the entire cost for moving the employee, dependents and HHG from the place of release from the Armed Forces to the new civilian PDS is provided under the employee's travel and transportation allowances as a member being discharged, no additional payment is allowed.

F. Travel and Transportation Costs. If the entire cost for travel and transportation is not covered by the authority in par. 5562-D2a, the travel and transportation allowances in par. 5562-D2a are paid for the allowable expenses not covered (B-173758, 8 October 1971).

G. Called/Ordered to Active Duty. See Ch 7 for travel and transportation allowances when an RC member (including a dual status technician) or retired member is called/ordered to active duty.

5564 SUCCESSIVE PCS ASSIGNMENTS AND DELAYED MOVEMENT OF DEPENDENTS AND/OR HHG TO THE LAST PDS

A. Limitation

1. When an employee makes successive PCS moves and dependent and/or HHG movement is delayed until transfer to the last PDS, movement is allowed by the direct route between the first and last PDSs, provided the 1 year time limitation under the authority for the first transfer has not expired.

2. If the 1 year time limitation has expired with regard to the transfer from the first PDS, travel and transportation allowances are limited to that from a subsequent PDS, where the 1 year time limitation has not expired, to the last PDS.

B. Funding Responsibility. See par. 5516.

5565 MISSING PERSONS

A. General

1. Authorized Transportation. Provided the requirements in par. 5571 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. 5571, 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; and

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, a 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. See Ch 5, Part B.

2. POV Transportation. One POV may be transported if the vehicle is located OCONUS. See 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.

5566 SHORT DISTANCE TRANSFERS (FTR §302-2.6)

A. First Duty Station Travel

1. Restrictions in this par. do not apply to first duty station travel.

2. When first duty station travel is involved, the hiring DoD Component may or may not, at its discretion, authorize/approve payment of applicable first duty station travel and transportation allowances in par. 5558-E without regard to the distance between the employee's actual residence and the first PDS.

B. Authorization/Approval. Travel and transportation allowances may be authorized/approved incident to a PCS when the PCS is:

1. In the Gov't's interest (responding to a vacancy announcement is not 'at the employee's request'), and

2. To a new PDS that meets the 50 mile distance test in par. 5566-C below, and

3. Results in a residence relocation. In determining that the residence relocation is incident to the PCS, the AO must consider commuting time and distance between the:

a. Residence at the time of PCS notification and the old and new PDSs, and

b. The proposed new residence and the new PDS.

Ordinarily, a residence relocation is not incident to a PCS unless the employee's proposed new residence is closer to the new PDS than the employee's old residence (i.e., the residence from which the employee commuted daily to the old PDS). See par. 5566-D for exceptions.

C. Distance Test. The distance test is met when the new PDS is at least 50 miles further from the employee's current residence than the old PDS is from the same residence. For example, if the old PDS is 3 miles from the current residence, then the new PDS must be at least 53 miles from that same residence. The distance between the PDS and residence is the shortest of the commonly traveled routes between them.

D. Exceptions. On a case by case basis the AO may authorize PCS expense reimbursement for PCS moves of less than 50 miles when the move is in the Gov't's interest. In addition, a specified exception (e.g., BRAC) may be authorized by the Secretarial Process. However, all reimbursed expenses are taxable income.

E. PCS Claims Must Satisfy Conditions

1. PCS claims for allowances authorized in an order must satisfy the conditions in par. 5566-B or 5566-D before reimbursement is allowed.

2. If the employee changes the proposed new residence location, the AO must review the change for compliance with the criteria in pars. 5566-B and 5566-C, as applicable.

3. Non-compliance of the new residence location is grounds for denial of the various allowances.

4. See Ch 5, Part B16 for reimbursement of additional tax incurred by an employee on PCS allowance reimbursement.

5568 WAIVER OF LIMITATIONS FOR AN EMPLOYEE RELOCATING TO/FROM A REMOTE OR ISOLATED LOCATION (FTR §302-2.106)

A. General. PCS allowance limitations (Travel and Transportation Expenses, New Appointees, Student Trainees, and Transferred Employee) authorized in 5 USC Chapter 57, Subchapter II and in these regulations may be waived by the Secretarial Process for any employee relocating to/from a remote or isolated location when the following conditions are met:

1. The employee would suffer a hardship if the limitation was not waived; and

2. The official waiving PCS limitations certifies, in writing, both the waiver and the reason(s) for the waiver.

B. Remote/Isolated Locations. The following locations have been designated as remote or isolated Locations:

Location	Effective Date	Biennial Re-certification Date
1. None Yet Designated		
2.		
3.		

C. Designating a PDS as a Remote/Isolated Location. A request to designate a PDS as a remote/isolated location should be submitted, with justification, to the PDTATAC through the appropriate Army, Navy, Marine Corps, Air Force or OSD address listed under "Feedback Reporting" in the Introduction. Justification for continuing a PDS designation as an isolated/remote location must reach the PDTATAC by the biennial recertification date in the table in par. 5568-B or the designation may be deleted.

D. Criteria for Designating a PDS as a Remote/Isolated Location

1. Criteria. In the circumstances described in par. 5568-D2 or 5568-D3, any PDS is a remote/isolated location (for the purpose of this Part) if listed in par. 5568-B. See par. 5658for NTS of HHG at an isolated PDS.

2. Daily Commuting Impractical. Daily commuting is impractical because the PDS location and available transportation are such that DoD Component management requires the employee to remain at the PDS for the workweek as a normal and continuing part of the employment conditions.

3. Extraordinary Conditions. Boat, aircraft, or unusual conveyance is the only transportation means to the PDS, and then only under extraordinary conditions, and the distance, time, and commuting conditions result in expense, inconvenience, and/or hardship significantly greater than that encountered in metropolitan area commuting.

5569 TDY STATION BECOMES PDS

See par. 4800.

5570 PCS EXPENSES ICW THE DEATH OF AN EMPLOYEE OR DEPENDENT(S) (FTR Ch 303, Part 303-70)

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. 5570-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.

C. Payment of Expenses

1. General

a. Allowable expenses may be paid:

(1) Directly to the person performing the services, or

(2) By reimbursement to any person making the original payment.

b. Claims for reimbursement must be supported by required receipts.

c. Payment should be made IAW financial management procedures.

2. Payment Prohibition when Other Laws Apply

a. Payment of allowances provided in this Part is prohibited if any other law of the U.S. authorizes payment.

b. 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.

3. 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):

a. Round trip transportation and associated per diem for one person to escort the employee's remains to the place authorized in par. 5571;

b. Presentation of a U.S. flag to the employee's next of kin;

c. Presentation of a flag equal to the flag presented in par. 5570-C3b to the employee's parents(s), if the person to be presented a flag under par. 5570-C3b is other than the employee's parent.

5571 TRANSPORTATION ICW THE DEATH OF AN EMPLOYEE OR DEPENDENT(S)

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

1. 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.

2. If the employee elects an alternate destination, and it is approved by the commander/designee, expenses paid are NTE the cost of transportation to the dependent's actual residence.

3. 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.032007. 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 designated by the commander/designee. The Gov't's cost is NTE the transportation cost to the deceased employee's actual residence.

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

Effective 6 January 2014
c. Dependent and HHG Transportation. Except for the limitation in par. 5571-C1b, dependent and HHG transportation under this par. is provided 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) may be authorized if approved by the agency, NTE a total of 150 days.

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. 5571-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 it is established that having 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 commander/designee may authorize return shipment expenses for the POV when it is established that the POV was authorized and was in the Gov't's best interest (66 Comp. Gen. 677 (1987)).

Effective 6 January 2014

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

1. Contingency. Transportation costs for 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. Transportation costs for 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/designee, the following expenses must be authorized:

a. Dependent(s) transportations;

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 authorized the use of the employee's POV at the TDY location as advantageous to the Gov't; or

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

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

5572 SEPARATION TRAVEL FROM OCONUS DUTY (FTR Part 302–3, Subpart D)

A. Eligible Employee. An employee is authorized travel and transportation allowances to the actual residence upon separation from Federal service if the employee has:

1. A service agreement providing for return travel and transportation allowances; and

2. Served the period required in the current service agreement or that service period requirement has been waived because separation is for reasons beyond the employee's control that are acceptable to the employee's activity; and

3. Resigned or been separated involuntarily. A resignation must be executed before the employee leaves the OCONUS activity.

NOTE: See par. 5575 for a separating SES employee.

B. Separation Travel and Transportation Allowances. An employee is:

1. Authorized travel and transportation allowances for travel from the OCONUS PDS to the actual residence established at the time of appointment/transfer to the OCONUS PDS.

2. Authorized travel and transportation allowances for travel to an alternate destination NTE the constructed cost for travel from the OCONUS PDS to the actual residence (CBCA 1707-TRAV, 12 January 2010).

3. Personally financially responsible for any excess costs (63 Comp. Gen. 281 (1984)).

4. Not authorized travel and transportation allowances if separated from a PDS in the same locality as the actual residence/alternate location.

5. Not authorized per diem for dependents, TQSE, MEA, residence sale and/or purchase expenses, lease breaking expenses, NTS of HHG, RIT allowance, and relocation services upon separation as are authorized for reimbursement for a transferred employee. (GSBCA 16107-RELO, 26 September 2003)

C. Separation Travel and Transportation Allowances Loss

1. Election to Separate OCONUS for Personal Reasons. An employee's OCONUS separation election must be in writing and include a statement that the employee understands the travel and transportation allowances loss.

2. Refusal to Accept/Use Return Travel and Transportation Allowances within a Reasonable Time after Release from Duty (FTR §302-3.500(c) and GSBCA 16235-RELO, 16 October 2003)

a. A separating employee loses return travel and transportation allowances when the employee refuses to accept/use them after release from work status in the OCONUS position.

b. An OCONUS activity commanding officer may authorize a delay for a reasonable period upon receipt of an employee's written request. Ordinarily, a delay of 90 or fewer calendar days is reasonable. Under unusual extenuating circumstances that, in the OCONUS activity commanding officer's opinion, warrant a longer delay, return travel may be delayed up to 1 year from the separation date.

c. Requests for delays from an employee separating OCONUS to accept private OCONUS employment/ retire locally to establish an OCONUS retirement residence must not be approved.

d. If a request for delay is not received by the OCONUS activity commanding officer, or if the employee refuses to accept/use travel and transportation allowances at the expiration of the authorized/approved delay period, the employee loses the allowances.

D. Limited Separation Travel and Transportation Allowances

1. If an employee loses/does not use personal travel and transportation allowances, the employee is authorized travel and transportation allowances for dependents and HHG, provided the travel and transportation allowances are used within a reasonable time.

2. The circumstances of anticipated partial/delayed travel and transportation allowances use should be in writing.

E. Employee Not Eligible. The following employees are not authorized separation travel and transportation allowances:

1. A locally hired OCONUS employee who is not eligible to sign an agreement, and

2. An employee who violates the agreement prior to completion of the minimum period of service required under the current agreement unless there are unused previously earned travel and transportation allowances.

F. Employment in Another DoD Component without a Break in Service after Separation from the Losing Activity

1. General. The losing OCONUS activity pays an employee's travel and transportation allowances to the authorized separation destination, NTE those payable to the actual residence (par. 5516-D3), even though the employee is employed, without a break in service, by a different DoD Component after arrival at the authorized separation destination.

2. New PDS at other than the Authorized Separation Destination

a. General.

(1) If the new PDS is other than at the authorized separation destination thereby necessitating additional travel, travel and transportation allowances are paid by the gaining DoD Component, when PCS allowances are authorized by the gaining DoD Component.

(2) Payments must not exceed the constructed allowances for travel by direct route from the old OCONUS PDS to the new PDS, less the cost of separation travel and transportation allowances paid by the losing OCONUS activity.

b. PCS Allowances Related to the New PDS

(1) See par. 5520 for mandatory and discretionary allowances that are the acquiring DoD Component's responsibility when that component authorizes PCS allowances and the employee meets eligibility conditions for the allowances concerned.

(2) The employee's actual residence being the separation destination and the new place of employment (without a break in service) does not preclude eligibility for certain PCS allowances (TQSE and MEA).

(3) Applicable PCS allowances are not authorized until the employee signs a new service agreement. See par. 5596.

(4) The following examples indicate the extent of eligibility in various situations involving an employee whose actual residence is Chicago, IL, and whose OCONUS PDS from which returned for separation is in London, U.K.

(a) Example 1. The employee is returned for separation at Washington, DC, and is employed without a break in service by a different DoD Component with assignment to a new PDS at Dayton, OH. The gaining DoD Component, at its expense, may authorize:

-1- The additional travel and transportation allowances from Washington to Dayton, limited to the constructed travel cost between the old OCONUS PDS in London and the new PDS in Dayton by direct route, less the separation travel and transportation costs incurred by the losing DoD Component;

-2- Per diem en route for dependents for travel between Washington and Dayton, limited to the constructed direct travel time from London to Dayton, less the time en route from London to Washington; and

-3- TQSE at Dayton, an MEA and, if there is eligibility, real estate allowances.

(b) Example 2. The employee is returned for separation at Chicago, IL, and is employed without a break in service by a different DoD Component with assignment to a new PDS at Washington, DC. There is no eligibility for additional travel and transportation allowances between Chicago and Washington. However, the gaining DoD Component, at its expense, may authorize TQSE at Washington, an MEA and, if there is eligibility, real estate allowances.

(c) Example 3. The employee is returned for separation at Chicago, IL, and is employed without a break in service by a different DoD Component with assignment to a new PDS at Denver, CO. The gaining DoD Component, at its expense, may authorize:

-1- The additional travel and transportation allowances from Chicago to Denver limited to the constructed cost between the old OCONUS PDS in London to the new PDS in Denver by direct route, less the separation travel and transportation costs incurred by the losing DoD Component;

-2- Per diem en route for dependents for travel between Chicago and Denver, limited to the constructed time for direct travel from London to Denver, less the time en route from London to Chicago; and

-3- TQSE at Denver, an MEA and, if eligible, real estate allowances.

(d) Example 4. The employee is returned for separation in Chicago, IL, and is employed without a break in service by a different DoD Component with assignment to a new PDS at Chicago. There is no eligibility for additional travel and transportation allowances for the employee or dependents. However, the gaining DoD Component, at its expense, may authorize TQSE at Chicago and an MEA.

c. Prohibition. If:

(1) A break in service occurs between the separation date and the employment date, no travel and transportation allowances are payable for travel from the actual residence or authorized alternate separation destination to the new CONUS PDS unless first duty station travel is authorized by the gaining activity under par. 5558.

(2) There is no break in service and the movement to the new PDS is not in the Gov't's interest, there is no authority for other than separation travel and transportation allowances.

5573 REASSIGNMENT TRAVEL FROM OCONUS DUTY TO THE ACTUAL RESIDENCE (§302-3.207)

A. Eligible Employee. An employee is authorized travel and transportation allowances to the actual residence upon reassignment if the employee has:

1. A service agreement providing for return travel and transportation allowances, and

2. Served the period required in the current service agreement or the service period requirement has been waived for reasons beyond the employee's control that are acceptable to the employee's activity.

B. Travel and Transportation Allowances. An employee is authorized travel and transportation allowances for travel from the OCONUS PDS to the actual residence established at the time of appointment/transfer to the OCONUS PDS

1. Travel and transportation allowances paid by the losing OCONUS activity include:

   a. Employee and dependent(s) transportation;

   b. Employee per diem;

   c. HHG transportation;

   d. SIT; and

   e. POV transportation, if it was authorized in the Gov't's interest for the employee to have a POV at the OCONUS PDS.

2. Travel and transportation allowances paid by the gaining/previous CONUS PDS include:

   a. Dependent per diem;

   b. HHG NTS (if assigned to an isolated CONUS location);

   c. MEA; and

   d. TQSE (if authorized).

5574 REASSIGNMENT TRAVEL FROM OCONUS DUTY TO A NEW/DIFFERENT CONUS PDS NOT LOCATED AT THE ACTUAL RESIDENCE

If the gaining activity authorizes PCS allowances, and the employee signs an agreement, the new PDS pays the additional PCS allowances in par. 5573-B1 for travel from the OCONUS PDS to the new PDS, and:

1. Dependent per die;

2. HHG NTS (if assigned to an isolated CONUS location):

3. MEA;

4. Real estate (if applicable);

5. TQSE (if authorized); and

6. HHT (if authorized).

5575 LAST MOVE HOME FOR A SENIOR EXECUTIVE SERVICE (SES) CAREER APPOINTEE UPON SEPARATION FROM FEDERAL SERVICE FOR RETIREMENT

A. Applicability

1. Employees Covered. This par. applies to:

   a. SES positions; and

b. Non-SES appointees if the appointee:

(1) Has a rate of basic pay at Level V or higher of the Executive Schedule;

(2) Was previously an SES career appointee; and

(3) Elected, under 5 USC §3392(c), to retain SES retirement travel and transportation allowances.

2. Exclusions. This par. does not apply to an SES employee who is a:

a. Limited Term Appointee. An employee appointed under a nonrenewable appointment for a term of 3 or fewer years to an SES position, the duties of which expire at the end of that term;

b. Limited Emergency Appointee. An employee appointed under a nonrenewable appointment, NTE 18 months, to an SES position established to meet a bona fide, unanticipated, urgent need; or

c. Non Career Appointee. An employee in an SES position who is not a career appointee, a limited term appointee, or a limited emergency appointee.

3. Dependents of a Deceased Covered Employee. The last move home provisions of this par. also apply to the dependents of an eligible employee, as defined in par. 5575-A1, provided the employee:

a. Satisfied the eligibility criteria in par. 5575-B; and

b. Dies in Gov't service;

c. Died after separating from Gov't service, but before travel and/or transportation to home were completed.

B. Eligibility Criteria

1. General

a. An SES career appointee (or a deceased covered employee's dependents), as defined in par. 5575-A, is eligible, upon separation from Federal Service, for the travel and transportation allowances in pars. 5575-A and 5068, but only after the employee has actually separated from Federal service.

b. Any expenses incurred prior to actual separation are not reimbursable. GSBCA 16328-RELO, 12 April 2004.

2. Employee Requirements

a. Employee was geographically transferred/reassigned in the Gov't's interest and at Gov't expense from one PDS to another as an SES career appointee, including a transfer/reassignment from:

(1) One SES career appointment to another; or

(2) An SES career appointment to an appointment outside the SES at a pay rate equal to/higher than Executive Schedule Level V, and the employee elects to retain SES retirement travel and transportation allowances under 5 USC §3392; or

(3) Other than an SES career appointment, including an appointment in a civil service position outside the SES, to an SES career appointment.

b. At transfer/reassignment time the employee was:

(1) Eligible to receive an annuity for optional retirement under 5 USC §8336 (a), (b), (c), (d), (e), (f), or (j), Ch 83, Subchapter III (Civil Service Retirement System); or under 5 USC §8412, Ch 84, Subchapter II (Federal Employees Retirement System); or

(2) Within 5 years of eligibility to receive an annuity for optional retirement under one of the authorities in par. 5575-B2b(1); or

(3) Eligible to receive an annuity based on discontinued service retirement, or early voluntary retirement under OPM authority, under 5 USC §8336 (d), Ch 83, Subchapter III; or 5 USC §8414 (b); or 5 USC Ch 84, Subchapter II;

c. The employee is eligible to receive an annuity upon separation (or, in the case of death in Gov't service, met the requirements for being eligible to receive an annuity as of the date of death) under 5 USC Ch 83, Subchapter III (Civil Service Retirement System), or 5 USC Ch 84 (Federal Employees Retirement System), including an annuity based on optional retirement, discontinued service retirement, early voluntary retirement under OPM authority, or disability retirement; and

d. The employee has not previously received "last move home" travel and transportation allowances upon separation from Federal service for retirement.

C. Authorization/Approval

1. Covered Employees. An employee who is eligible for relocation expenses may submit a request to the official designated by the concerned DoD for expense authorization/approval. This request ordinarily should be submitted, in writing, at least 90 days before the anticipated retirement date and must include the following information:

a. Name, grade, and SSN;

b. Name of spouse/domestic partner;

c. Name(s) and age(s) of dependent children;

d. Move origin and destination;

e. Anticipated move dates.

2. Dependents of a Deceased Covered Employee. The family of a deceased employee should submit a request as in par. 5575-C1 as soon as practicable after the employee's death.

D. Allowable Expenses

1. When authorized/approved by the DoD Component head, travel and transportation expenses are paid for an eligible employee. See par. 5575-A.

2. Allowable expenses and provisions of these regulations that apply are as follows:

a. Travel and transportation expenses, including per diem, under par. 5500 for the employee;

b. Transportation expenses under par. 5578, but not per diem, for the employee's dependent;

c. MALT if travel is performed by POC; and

d. HHG transportation and SIT (Ch 5, Part B5) NTE 18,000 lbs. net weight of HHG.

E. Expenses Not Allowable. The following expenses are not authorized for the last move home by an SES employee:

1. Per diem for the employee's family,

2. TQSE,

3. MEA,

4. Residence sale and purchase expenses,

5. Lease-breaking expenses,

6. NTS of HHG,

7. RIT allowance, and

8. Relocation services.

F. Origin and Destination

1. General

a. The expenses listed in par. 5575-D may be reimbursed from the employee's PDS at separation to the place the employee elects to reside in a CONUS/non foreign OCONUS location.

b. If the employee dies before separating, or after separating but before the move is completed, expenses may be reimbursed to the place within these areas at which the dependents elect to reside even if different than the employee's elected place.

2. Alternate/More than One Origin. Travel and transportation expenses may be paid from an alternate origin/more than one origin provided the cost does not exceed what the Gov't would have paid if all travel and transportation had originated at the PDS from which the employee was separated to the place where the employee/dependents are to reside.

3. Same General or Metropolitan Area

a. These provisions contemplate a move to a different geographical area.

b. If the place the employee elects to reside is within the same general local or metropolitan area that the PDS/residence was located at the time of the employee's separation, the expenses authorized by this par. may not be paid unless the distance criteria in par. 5566 is met for a short distance transfer.

G. Time Limits for Beginning Travel and Transportation

1. All travel and transportation must be accomplished within 6 months following the separation date (or date of death if the employee died before separating).

2. If authorized/approved by the Secretarial Process under unusual extenuating circumstances that warrant a longer period, the travel and transportation may be delayed for a longer period.

3. In no case may the Secretarial Process permit a period longer than 2 years from the effective date of the employee's separation from service (or date of death if the employee died before separating). (GSBCA 16328-RELO, 12 April 2004)

H. Funds Use

1. Travel advances must not be issued to cover any of the expenses authorized by this par..

2. Travel and transportation arrangements should be made through Gov't procured travel and transportation to the maximum extent possible to minimize travel and transportation costs and the need to use personal funds.

3. In rare instances reimbursement for actual transportation expenses may be authorized/approved for self-procured travel arrangements (par. 2415).

4. Reimbursement is NTE the:

a. Policy constructed airfare (App A) for transportation of the employee and dependents, or,

b. Applicable commuted rate schedule allowances (or the Gov't arranged move cost if that is the directed transportation method),for HHG moving and storage.

CHAPTER 5: PERMANENT DUTY TRAVEL

PART B: EMPLOYEES ONLY

SECTION 3: DEPENDENT TRAVEL AND TRANSPORTATION

SUBSECTION a: GENERAL

5576 SCOPE

A. General. This Part prescribes a dependent's travel and transportation allowances incident to a PCS move.

B. HHG Transportation. See par. 5630.

C. Mobile Home Transportation. See par. 5752.

D. Special Circumstances Travel and Transportation. See Ch 7.

E. Transportation Mode and Routing. See Ch 3 for authorized transportation mode and routing for dependent travel.

F. Transoceanic Travel. See par. 3220-A for mandatory Gov't transportation use.

G. Travel Authority. Authority for dependent's travel must be included in:

1. The PCS travel order,

2. An amended travel order, or

3. A supplemental travel order issued IAW par. 5590-B3.

H. Commercial Transportation Costs. Commercial transportation costs not covered by Gov't-procured transportation and MALT are authorized IAW Ch 3.

I. Early Return of Dependent(s) (ERD). See Ch 5, Part B3.

J. Reimbursable Expenses. Reimbursement for expenses in App G is authorized when incurred incident to dependent PCS travel.

K. Receipt Requirements. See par. 2710.

L. House Hunting Trip (HHT). See Ch 5, Part B12.

5578 ELIGIBILITY

A. General

1. Appropriate dependent travel and transportation allowances may be authorized/approved ICW world-wide PCSs.

2. Dependent travel and transportation allowances are based on the travel order and are subject to the conditions and restrictions in this Part.

3. Dependent(s) PDT to the new PDS is authorized and effective when the travel order is signed IAW Agency/Service regulations.

4. Except as in Ch 6, these allowances are limited to those allowable for uninterrupted travel by the authorized transportation mode over a usually traveled route between the old and new PDS.

5. There is no authority for additional travel and transportation allowances beyond those for direct travel between PDSs for a dependent who accompanies an employee on a TDY assignment and/or alternate point until return travel begins, except for transportation authorized under pars. 5456-B and 5456-C.

B. Child's Age and Travel Eligibility. A dependent child's eligibility (see App A for definition of dependent) for travel allowances depends on the child's age on the date the employee reports for duty at the new PDS (B-160928, 28 March 1969 and B-166208, 1 April 1969). Example: A child 20 years and 11 months old when the employee reports to a new PDS is eligible for travel to that new PDS, even if travel is delayed until the child is age 22 years and 11 months.

5580 AUTHORIZATION

A. General

1. An employee is authorized dependent PCS travel and transportation allowances for travel between authorized points.

2. POC use for PCS travel, other than transoceanic, is to the Gov't's advantage.

B. Travel and Transportation Allowances. Except for travel by mixed modes, PCS travel and transportation allowances for a dependent are:

1. Transportation-in-kind (par. 5528-D) plus per diem (par. 5592); or

2. Reimbursement for common carrier transportation procured at personal expense (par. 5528) plus per diem (par. 5592); or

3. MALT (par. 5606) for POC travel, plus Lodging plus per diem for the required travel days between authorized points, NTE the allowable travel time in par. 3025-C.

5582 WHEN DEPENDENT TRAVEL AND TRANSPORTATION ALLOWANCES ARE NOT PAYABLE

A. General. This par. covers situations when dependent travel and transportation allowances are not authorized.

B. Dependent-Related Circumstances. An employee is not authorized dependent travel and transportation allowances when a dependent:

1. Travels at personal expense before a PCS order is issued or before official notice is received that a PCS order is to be issued. Transportation must not be furnished before a PCS order is issued;

2. Is not a dependent on the PCS effective transfer or appointment date (App A);

3. Receives any other Gov't-funded travel and transportation allowances for this travel; or

4. Is an employee's/spouse's parent, stepparent, or person in loco parentis (except as in par. 5590-C1) as defined in App A, definition of dependent items 4 and 5, who does not reside in the employee's household, unless otherwise authorized/approved through the Secretarial Process.

C. Dependent Travel-Related Circumstances. An employee is not authorized dependent travel and transportation allowances:

1. For any part of a journey that a U.S. flag air carrier/ship is available, but a foreign flag air carrier/ship is used. Per diem is payable.

2. Between points otherwise authorized in this Part to a place at which they do not intend to establish a permanent residence (including pleasure trips).

3. When dependent transportation is made available (whether used or not) by a foreign Gov't, at no cost to the U.S. or the employee, under a contract/agreement with the U.S. Per diem is payable.

D. Remaining Service Requirement. Dependent travel to the OCONUS area within the initial 1-year period, or any subsequent 1-year period established as a result of a renewal agreement, must not be authorized unless at least 1 year of the minimum service period remains or the employee agrees to serve 1 year after dependent arrival in the OCONUS area.

5584 TIME LIMITATION

A. General

1. Travel should be completed at the earliest practicable date.

2. Dependent travel must be completed within 1 year from the effective date of transfer (App A), and should begin at the earliest practicable date, excluding any time that administrative embargoes/shipping restrictions make travel impossible.

3. For an employee who enters active military duty any time before the 1-year period ends, the time spent in military service is not included in the 1 year.

4. When an employee is assigned to OCONUS duty, the 1-year period excludes time that travel restrictions/administrative embargoes make dependent travel impossible. Example: Lack of family housing in an OCONUS area that prevents dependent travel is termed an 'administrative embargo'.

5. When an administrative embargo is removed, the OCONUS command must notify in writing each affected employee.

6. The 1-year time limit 'clock' resumes on the embargo removal date.

B. Transfers without a Break in Service

1. When an employee of another Federal department/agency stationed OCONUS is transferred to a position in a DoD OCONUS activity without a break in service, dependent travel from the old OCONUS PDS to the new OCONUS PDS is authorized if the move is in the Gov't's best interest.

2. If the employee's dependent has not joined the employee in the OCONUS area, travel from the last PDS/actual residence in the U.S. or other country of actual residence may be authorized subject to the time limit in par. 5582-D.

C. Locally Hired Employee. The time limit in par. 5582 applies to dependent travel of any employee hired locally in a foreign location, who executes a service agreement at the time of original appointment or who enters into a renewal agreement for an additional tour of duty.

D. Return for Separation

1. When an employee returns to CONUS from an OCONUS PDS for separation, dependent travel may be delayed if authorized/approved by the OCONUS activity commanding officer.

2. The employee must submit a written request for delayed travel.

3. Costs for unauthorized delays are the employee's personal financial responsibility.

5586 FUNDS ADVANCE

Travel and transportation allowances may be paid in advance for a dependent, IAW par. 1015-C2e and Ch 2, Part E.

5588 TRANSOCEANIC TRAVEL

A. Transportation Mode

1. Air travel is the usual transportation mode for the dependent to, from, or between OCONUS areas.

2. A dependent is required to use Gov't transportation when it is reasonably available and directed. See par. 3220-A. However, the dependent must not be required to use other than regularly scheduled transport type aircraft (e.g., Patriot Express/Category B AMC transportation) ordinarily used for passenger service.

3. When appropriate Gov't air transportation is available and travel by aircraft is not medically inadvisable, but a dependent travels at personal expense, no reimbursement is authorized IAW par. 3320-A.

B. Air Travel Medically Inadvisable

1. General. When air travel is medically inadvisable for a family member, the family should not be separated unless the family agrees to be.

2. Medically Inadvisable Condition

a. A medically inadvisable condition is not limited to physical disability.

b. If an employee has a bona fide fear/aversion to flying, to the extent that serious psychological/physical reaction would result, this may be a basis for the issuance of a medical certificate precluding aircraft travel.

c. The condition must be certified by a medical authority and authorized by the AO in advance of travel.

d. The employee and the AO must each be furnished a copy of the written medical determination.

3. Surface Transportation. When air travel is medically inadvisable, surface transportation provided must be the least costly commercial ship passenger accommodations. See Ch 3 for stateroom standards and required use of U.S. flag ships.

C. Travel by Oceangoing Car Ferry. See par. 5613.

5590 EMPLOYEE TRANSFERS

A. To and Within CONUS

1. When Authorized

a. Dependent travel and transportation allowances may be authorized ICW an employee's PCS.

b. Dependent transportation allowances (but no per diem) may be authorized ICW an appointee's travel to a first PDS.

2. Origin and Destination

a. Dependent travel may originate at the employee's old PDS/some other point, or partially at both.

b. The destination may be the new PDS, some other point selected by the employee , or both.

c. Reimbursement may not exceed the Gov't's costs over a usually traveled route between the old and new PDSs.

d. Travel to a first PDS may not exceed the Gov't's transportation cost from the actual residence, at the time of appointment, to the PDS by a usually traveled route.

B. To and Between OCONUS

1. When Authorized. Dependent travel and transportation allowances are authorized ICW:

a. A current employee's PCS,

b. The initial appointment of certain employees, and

c. RAT.

2. Travel Origin and Destination

a. Reassignment/Transfer of a Current Employee

(1) From a CONUS PDS to an OCONUS PDS

(a) Dependent travel may originate at the employee's PDS, some other place, or partially at both.

(b) The travel destination may be:

-1- The OCONUS PDS, or

-2- An alternate CONUS destination specified at the time of transfer.

See par. 6025-C, par 6050-C or Ch 7, Part D for exceptions.

(c) The Gov't's cost obligation does not exceed the travel and transportation costs between the old and new PDSs by a usually traveled route. See par. 6025-C, par. 6050-C or Ch 7, Part D for exceptions.

(d) Alternate destination travel is in lieu of travel to the new OCONUS PDS, except when an employee is residing in Gov't/Gov't-controlled Qtrs or privatized housing at the time of transfer to the OCONUS PDS and is required to vacate the Qtrs before dependent travel to an OCONUS PDS is authorized.

(e) For mandatory Qtrs vacation, if travel to the OCONUS PDS is authorized subsequently, the dependent travel cost for the two movements is limited to the costs between the old and new PDSs.

(2) Between OCONUS PDSs. When an employee is:

(a) Reassigned/transferred between OCONUS PDSs, authorized dependent travel is from the old to new PDS. See par. 6025-C, par. 6050-C or Ch 7, Part D for exceptions.

(b) Authorized travel to the actual residence the dependent may return to the actual residence.

b. Initial Appointment of a Person Recruited for Assignment to an OCONUS PDS

(1) CONUS Recruitment. When a person, recruited in CONUS, is initially appointed to an OCONUS PDS assignment, dependent travel is authorized from the actual residence to the OCONUS PDS. See par. 6025-C, par. 6050-C or Ch 7, Part D for exceptions.

(2) OCONUS Recruitment . When a person, recruited OCONUS, is initially appointed to an OCONUS PDS assignment in a locality different from the actual residence, dependent travel is authorized from the actual residence to the PDS. See par. 6025-C, par. 6050-C or Ch 7, Part F for exceptions.

c. Initial Appointment of a Person Recruited Locally OCONUS Who Executes a Service Agreement. Upon initial appointment, when a recruited person:

(1) Meets the conditions in par. 5836, and

(2) Executes a service agreement,

dependent travel is authorized from the actual residence to the OCONUS PDS provided the dependent is not already in the OCONUS area at the time employment begins. See par. 6025-C, par. 6050-C or Ch 7, Part D for exceptions.

d. Renewal Agreement Execution to Serve an Additional OCONUS Tour

(1) An employee, who executes a renewal agreement to serve an additional tour in the same/another OCONUS area and who is transferred/reassigned to an OCONUS area, is authorized dependent travel from the PDS at the time of the initial OCONUS transfer/reassignment to the OCONUS PDS, provided the dependent did not accompany the employee to the OCONUS area on the preceding tour. See par. 6025-C, par. 6050-C or Ch 7, Part F for exceptions.

(2) Dependent travel may originate at any point, but travel and transportation allowances may not exceed the cost by the usual transportation mode from the old PDS to the OCONUS PDS by a usually traveled route. See par. 6025-C, par. 6050-C or Ch 7, Part F for exceptions.

(3) An employee, executing a renewal agreement and who was a new appointee at the time of the original OCONUS employment, is authorized dependent travel from the initial appointment actual residence, provided the dependent did not accompany the employee to the OCONUS area on the preceding tour.

3. Concurrent Travel

a. Concurrent dependent travel from CONUS is authorized to some OCONUS areas.

b. When prior OCONUS command approval is necessary, the CONUS recruiting office/other appropriate office must obtain concurrent travel authority from the OCONUS command and advise the activity responsible for processing the employee.

c. When dependent travel is authorized concurrently with the employee or within 60 days after the employee's reporting date at the Army, Navy, or Air Force CONUS transportation terminal, the activity responsible for processing the employee must take action regarding the dependent's passport, visas, immunizations/inoculations, port calls, and transportation.

d. When dependent travel, initially prohibited, is authorized by the OCONUS command subsequent to the employee's arrival at the OCONUS PDS, the employee's travel order must be amended to note the authority for dependent travel at that time.

e. The procedures in AR 55-46 ICW the priority system must be followed for an Army employee.

C. From OCONUS

1. General

a. Authority for dependent(s) travel from OCONUS at Gov't expense is determined by:

(1) An employee's transportation eligibility, or

(2) The appropriate OCONUS command when the Gov't's best interest is served by the dependent(s) early return. See Ch 5, Part B3 for dependent early return.

b. When an employee violates a service agreement, or is not authorized return travel, a dependent is also ineligible for Gov't-funded travel.

c. For a dependent who elects to remain in the OCONUS area after an employee's return, payment of the constructed cost of the unused allowance must not be authorized.

d. An employee is authorized return travel for the employee's otherwise travel-eligible dependent, who became age 21 while the employee is assigned OCONUS, to the employee's actual residence in the U.S. provided the last OCONUS travel was at Gov't expense as the employee's dependent.

e. A former dependent's travel is authorized when the employee:

(1) Is assigned to a U.S. PDS;

(2) Travels to the actual residence in the U.S. for separation; or

(3) Travels to the U.S. pursuant to renewal agreement.

See pars. 5590-C3 and 5950.

f. Return of a former dependent must be not later than when the employee is subsequently eligible for travel or by the end of the current tour agreement.

g. Return travel order for a former dependent is contingent on authorized employee travel to the U.S. except when travel is authorized under early return provisions in Ch 5, Part B3.

2. When Authorized. Dependent travel may be authorized ICW:

a. A PCS, or

b. Return for separation.

See par. 5590-C3.

3. Travel Origin and Destination

a. Reassignment/Transfer of a Current Employee from an OCONUS PDS to a CONUS PDS

(1) For an employee reassigned/transferred from an OCONUS PDS to a CONUS PDS, dependent travel may originate:

(a) At the employee's OCONUS PDS,

(b) A place other than the OCONUS PDS, or

(c) Partially at both.

(2) The destination may be the CONUS PDS or an alternate CONUS destination specified at the time of transfer.

(3) The Gov't's cost liability must not exceed the cost by the usual transportation mode and route from the OCONUS PDS to the CONUS PDS.

b. Return of an Employee for Separation

(1) Employee Who Has Completed the Agreed Minimum Service Period or Is Being Separated for Reasons Acceptable to the Gov't

(a) For an employee returning for separation after completing the minimum service period or for other reasons acceptable to the Gov't, dependent travel is authorized from the OCONUS PDS to the actual residence established at the time of appointment/transfer to the OCONUS PDS.

(b) Travel costs to an alternate destination anywhere in the world may be allowed.

(c) Costs to an alternate destination must not exceed the constructed cost for travel from the OCONUS PDS to the country and actual residence. Any excess costs are the employee's personal financial responsibility (63 Comp. Gen. 281 (1984)).

(d) Dependent travel costs are not reimbursable for an employee who separates from a PDS in the same geographical locality as the actual residence.

(2) Employee Appointed Locally OCONUS Who Executed a Service Agreement and Has Completed the Agreed Minimum Service Period or Is Being Separated for Reasons Acceptable to the Gov't. Dependent travel is authorized for an employee, appointed locally OCONUS and who has a service agreement, who returns for separation after completing the agreed minimum service period or for other reasons acceptable to the Gov't. See par. 5590-C3b(1).

(3) Employee Recruited OCONUS for Assignment to an OCONUS PDS in a Different Geographical Locality Who Executed a Service Agreement and Has Completed the Agreed Service Period, or Is Being Separated for Reasons Acceptable to the Gov't

(a) Dependent travel is authorized from the PDS to the actual residence for an employee recruited OCONUS for assignment to an OCONUS PDS who separates, under the terms of a service agreement, from a PDS outside the geographical locality of the actual residence after completing the agreed service period or for other reasons acceptable to the Gov't.

(b) Travel to an alternate destination in the geographical locality of the actual residence may be authorized. Dependent travel costs in excess of the most economical route from the OCONUS PDS to the actual residence are the employee's personal financial responsibility.

5591 EMPLOYEE ATTENDING TRAINING COURSE AWAY FROM PDS WITH NO RETURN TO OLD PDS

A. General. An employee attending a TDY training course (5 USC §4104-4109) away from the PDS may be authorized one of the following:

1. Per diem/AEA (pars. 4300 and 4967), or

2. Dependent and HHG transportation to and from the training location.

B. Dependent and HHG Transportation

1. An employee who attends a training program away from the PDS and is transferred to a new PDS after completing the program (without returning to the old PDS), or en route to a new PDS, may be authorized (instead of per diem/AEA reimbursement while at the training location) reimbursement for:

a. Dependent and HHG transportation from the PDS to the training location NTE the total per diem/AEA payments that would have been received at the training location; and

b. Per diem from the training location to the new PDS NTE the dependent and HHG transportation and per diem cost from the old to the new PDS.

NOTE: Per diem for dependents is not authorized.

3. When the employee is authorized per diem/AEA at the training location and dependents and HHG are moved to the training location and then to a new PDS, transportation at Gov't expense is NTE the travel and transportation cost for the dependents (including en route per diem) and HHG from the old to the new PDS (52 Comp. ;Gen. 834 (1973)).

C. MALT Reimbursement. For MALT reimbursement when an employee and/or dependents travel by POA, see par. 5606.

D. Real Estate Transactions

1. If an employee is notified of selection for a training program and subsequent transfer to a new PDS (without returning to the old PDS), the employee has been officially notified of a transfer to a new PDS for Ch 5, Part B14 purposes.

2. Before the training begins, a selected employee should be issued a PCS travel order assigning the employee to the training program and stating that the employee is being transferred to a new PDS after training is completed. This travel order establishes the employee's authority for the real estate transaction allowance reimbursement in Ch 5, Part B1.

3. Payment of the real estate transaction allowances in Ch 5, Part B1 (as well as other PCS allowances authorized for an employee's transfer) may be authorized only after the employee has:

a. Successfully completed the training program,

b. Signed the service agreement required in par. 5834, and

c. Been assigned to a PDS other than the PDS at the time of selection and entry to the training assignment. See B-161795, 29 June 1967.

CHAPTER 5: PERMANENT DUTY TRAVEL

PART B: EMPLOYEES ONLY

SECTION 3: DEPENDENT TRAVEL AND TRANSPORTATION

SUBSECTION b: PER DIEM

5592 PER DIEM FOR DEPENDENT TRAVEL

A. General

1. An employee is authorized per diem for each dependent's actual travel ICW the employee's PCS, or for other travel in this Part.

2. Travel time for which per diem may be paid is determined under par. 5526 in the same manner as for an employee.

3. An employee's travel time and the amount of per diem paid for the employee's travel ICW the PCS are not used in computing the per diem for dependent travel in pars. 5592-B and 5592-C.

4. Per diem is authorized for a dependent for direct travel between the old and new PDS when the employee is transferred.

5. Per diem is not authorized for a dependent for time spent at, or while traveling to/from a TDY location.

6. If the travel origin and/or destination is other than the old/new PDS, per diem is NTE the amount authorized between the old and new PDSs.

7. Par. 4130-G applies when the employee/dependent obtains lodging from friends/relatives.

8. The prohibition on paying per diem for travel of 12 or fewer hours applies..

B. Dependent(s) and Employee Travel Together

1. Maximum Per Diem Rate. When an employee and dependent(s) travel together, the per diem is authorized for each at a rate of:

a. 75% of the employee's per diem rate for each dependent(s) age 12 or older; and

b. 50% of the employee's per diem rate for each dependent under age 12.

2. Accompanying the Employee. When more than one POC is used and a dependent traveling in a POC travels along the same general route, on the same days as the employee, the dependent is accompanying the employee.

3. Minimum Per Diem Rate. The minimum per diem rate for a dependent is $6 unless the employee receives a per diem rate of less than $6 in which case the dependent receives the same rate as the employee.

C. Dependent(s) Other Than Spouse/Domestic Partner Travel Separately

1. Maximum Per Diem Rate. Per diem is authorized for each dependent other than a spouse/domestic partner, traveling separately, at a rate of:

a. 75% of the employee's per diem rate for a dependent age 12 or older; and

b. 50% of the employee's per diem rate for a dependent under age 12.

2. Minimum Per Diem Rate. The minimum per diem rate is $6 unless the employee receives a per diem rate of less than $6 in which case the dependent receives the same rate as the employee.

D. Spouse/Domestic Partner Travels Separately from the Employee:

1. Maximum Per Diem Rate. When an employee and spouse/domestic partner travel separately, per diem is authorized at a rate of 100% for the spouse/domestic partner.

2. Not Accompanying the Employee. A spouse/domestic partner is not accompanying the employee when they travel separately from the employee on different routes and/or at different times.

3. Employee Travel Time. The employee's actual travel time and per diem rate are not factors in computing per diem for the spouse/domestic partner's travel.

E. TDY Involved

1. An employee's TDY location is not a delay point for a dependent.

2. Per diem is not authorized for a dependent at a TDY location.

F. Travel by Commercial Ship. Per diem is not authorized when traveling aboard a commercial ship when meals are furnished without charge (or are part of the accommodations cost), except on embarkation and debarkation days.

G. Dependent Transportation Cost Limited to Gov't-Procured Air Transportation Cost. When a dependent's transportation cost is limited to Gov't-procured air transportation, per diem is limited to the amount that would be payable had the dependent used the Gov't-procured air transportation.

H. Exclusions. Per diem is not authorized for a dependent:

1. Of a new appointee assigned to a first PDS;

2. Of an employee assigned OCONUS ICW RAT. See par. 5594when return travel is to an OCONUS PDS, in a different geographical location, because of a PCS.

3. Of an employee assigned to an OCONUS PDS returning to the actual residence for separation; or

4. Authorized transportation to/from an employee's training location IAW par. 5456 when transportation is authorized in lieu of per diem/AEAs for the employee while at the training location.

I. Per Diem Computation Example. The following example illustrates the method used for computing per diem incident to the spouse traveling independently. See par. 2025 for the current Standard CONUS per diem rate.

Dependent PCS Travel		
A spouse/domestic partner performed PCS travel from Location A, to Location B, in 10 days. The spouse/domestic partner traveled by POC, accompanied by the couple's 2-year old child. They departed the residence on Day 1 (departure day) and arrived at the new PDS on Day 10 (arrival day). The official distance traveled was 2,826 miles. The employee may be paid per diem NTE 8 days based on 350 miles/travel day. See par. 3025. The standard CONUS per diem rate is $142 ($91/$51). Lodging was occupied for 9 nights, two of which were spent at friends' homes at no cost. The employee certified the single rates applicable to the rooms occupied by the dependents were $58, $57, $59, $58, $57, $56, $59, and 2 nights at no cost. Per diem is computed as follows:		
Per Diem for Actual Travel under the Lodging Plus Method		
Maximum allowable per diem for 8 days x $142/day (Standard CONUS per diem rate) =		$ 1,136.00
Day 1 (departure)	$58 (lodging) + [75% x $51] =	$ 96.25

Day 2	$51 =	$ 51.00
Day 3 to 8	Lodging $346 ($57, $59, $58, $57, $56, and $59) + $51/day x 6 days = $306 =	$ 652.00
Day 9	($0 (lodging) + $51 =	$ 51.00
Day 10 (arrival)	75% x $51 =	$ 38.25
	Employee's (Spouse) per diem authorization =	$ 888.50
	Per diem for accompanying child (under age 12) at 50% of the amount due the employee ($888.50) =	$ 444.25
	Total amount payable to employee =	$1,332.75

Determine the maximum number of days for which per diem is allowed by dividing the official distance by 350 (2,826 ÷ 350 = 8 days with a remaining distance of 26 miles (2,826 – 2,800). No additional time is allowed for the 26 miles since it is less than the minimum 51 miles set in par. 3025.

The maximum allowable per diem for PCS travel within CONUS is the Standard CONUS per diem rate of $142 ($91/$51) par. 2025.
Day 1 (departure day), the applicable per diem rate is $58 lodging cost plus 75% of the M&IE rate ($51) for a total of $96.25.
Day 2 the applicable per diem rate is the lodging cost ($0) plus the M&IE rate ($51) for a total of $51.
Day 3 to 8, the applicable per diem rate is the lodging cost ($346) NTE $91/day + the M&IE rate ($51) x 6 days for a total of $652.
Day 9, the applicable per diem rate is the lodging cost ($0) plus the M&IE rate ($51) for a total of $51.
Day 10 (arrival day at new PDS), the applicable per diem rate is 75% of the Standard CONUS M&IE ($51) for a total of $38.25.
The per diem for actual travel by the spouse is $888.50. Since the per diem for actual travel does not exceed the maximum allowable ($1136) for 8 days travel time, the employee is authorized the full amount ($888.50) for the actual travel time and authorization for the dependent child (under age 12) is 50% of the $888.50 due the employee.

5594 PER DIEM FOR TRAVEL TO A NEW PDS WHEN RAT IS INVOLVED

A. General. In cases of RAT when return travel is to a new OCONUS PDS in a different geographic locality from the old PDS, dependent per diem (related to the PCS, not the RAT) must be computed on the basis of constructed travel time between the old and new PDS.

B. Examples

1. Example 1. An employee on permanent duty in Frankfurt, Germany, is authorized RAT to the actual residence in CONUS with onward travel to a new PDS in HI. The employee is accompanied by a dependent. Travel is by air. The per diem allowance for the dependent while en route is limited to the constructed travel time by air between the old (Frankfurt) and new (HI) PDS.

2. Example 2. An employee at a PDS in Frankfurt, Germany, is authorized RAT to the actual residence in CONUS, with return to a new PDS in London, England. The employee is accompanied by the spouse. Travel is by air. A dependent son, 18 years old, does not accompany the employee, but proceeds by POC from Germany to the employee's new PDS in England. The per diem for the spouse is limited to that payable for the constructed travel time from the old PDS (Frankfurt) to the new PDS (London). The son is eligible for per diem and MALT while en route.

CHAPTER 5: PERMANENT DUTY TRAVEL

PART B: EMPLOYEES ONLY

SECTION 3: DEPENDENT TRAVEL AND TRANSPORTATION

SUBSECTION c: SPECIAL OR UNUSUAL CIRCUMSTANCES

5596 EARLY RETURN OF DEPENDENTS (ERD)

A. Transportation

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

2. 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. See pars..010102, and 010103.

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

a. An employee is eligible for return transportation after completing the PDS service period agreement in par. 5840-C and App Q, par. C. See pars. 5840-C7, 5840-C8, 5840-C9, 5840-C10, and 5840--C11, for exceptions to the PDS service period agreement; or

b. 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.

B. Reimbursement

1. Limitations

a. 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.

b. 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.

c. Reimbursement is NTE the amount allowable for the transportation mode available that would have been used when the employee was eligible for return travel.

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

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

4. Receipt Requirements. See par. 010301 and DoD FMR 7000.14-R, Volume 9 for receipt requirements.

C. Travel and Transportation Limitations

1. Authorization

a. ERD travel under Ch 5, Part B3 must not be authorized more than once during each period of OCONUS service.

b. A dependent's return travel at Gov't expense to the OCONUS PDS is not authorized except when incident to RAT. See par. 5950.

2. Reimbursement

a. ERD transportation expenses to the OCONUS PDS are reimbursable when an employee:

(1). Completes an agreed to period of service,

(2) Has received unaccompanied one-way dependent transportation to the actual residence, and

(3) Has RAT at a later date.

b. 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.

3. Receipt Requirements. See par. 010301 and DoD FMR 7000.14-R, Volume 9.

D. Return of Former Spouse/Domestic Partner and/or Other Dependent (FTR § 302-3.227)

1. General. Reimbursement for return travel and transportation allowances to the actual residence (see App A) is authorized:

a. 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.

b. If an individual is no longer a dependent when the employee is eligible for return travel because of divorce/annulment/committed relationship termination.

2. Time Limitation

a. Travel must begin before the end of the employee's current tour of duty.

b. 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.

c. 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.

5598 DEPENDENT STUDENT TRAVEL

A. Authority and Eligibility

1. DoDI 1400.25 Volume 1250

a. Authority and eligibility requirements for dependent student travel and educational allowances in foreign areas are in DoDI 1400.25 Volume 1250 "Overseas Allowances and Differentials".

b. DoDI 1400.25 Volume 1250.4.b authorizes educational travel, prescribed in DSSR, Section 280, for a dependent student of a DoD civilian employee assigned in a ***foreign area*** for travel to and from a school offering a full time course of secondary (in lieu of an education allowance), or post-secondary education.

2. DSSR, Section 280. For dependent student travel allowances to and from a school, see DSSR, Section 280.

3. Travel Administration. Dependent student travel administration is IAW DOD regulations and Service implementing regulations.

Effective 1 April 2014

B. Per Diem. When a student dependent, in a foreign area, travels to and from school under this paragraph:

1. Per diem is authorized for required travel time by the authorized transportation mode,

2. Rates and percentages are the same as for an employee TDY, and

3. No per diem is paid if travel is 12 hours or less.

CHAPTER 5: PERMANENT DUTY TRAVEL

PART B: EMPLOYEES ONLY

SECTION 4: POC USE ON PERMANENT DUTY TRAVEL

5604 POC USE

A. Use of One or Two POCs

1. An employee, authorized dependent travel and transportation allowances under par. 5580, is authorized MALT (par. 2605-B) when travel is performed.

2. When an employee and dependent(s) relocate on a PCS move, reimbursement is authorized for two POCs, if used, and car ferry fees for each POC.

3. Except when using more than two POCs (par. 5604-B) MALT reimbursement authorized for the dependent travel is for the use of one or two POCs.

4. The employee may be reimbursed for use of two POCs, by dependents, only if the employee travels by other than POC.

5. The employee is not reimbursed automatically for three POCs to allow the employee to use one and the dependents to use two.

6. MALT payment does not affect transportation-in-kind or common carrier use for dependents who did not travel by POC.

B. Use of More than Two POCs (FTR §302-4.500 and §302-4.700d)

1. General. Reimbursement for the use of more than two POCs, within the same household for PDT, may be authorized/approved through the Secretarial Process.

2. Examples of When More than Two POCs Are Routinely Authorized/Approved

a. There are more family members (i.e., employee and dependent(s)) than reasonably can be transported, together with luggage, in two POCs;

b. Because of age/physical condition, a family member needs special accommodations in one POC and second and third POCs are required for the other family members.

c. An employee must report to the new PDS before the dependents for acceptable reasons (e.g., school term completion, property sale, personal business affairs settlement, HHG and personal effects disposal and/or shipment, or non-availability of adequate housing at the new PDS) and there are more family members than reasonably can be transported, together with luggage, in one POC.

d. Dependents perform unaccompanied travel:

(1) Between authorized points other than those for the employee's travel (e.g., travel to a designated place or to the new PDS when the employee has TDY en route);or

(2) To the new PDS in advance of the employee's reporting date for acceptable reasons (e.g., to enroll dependents in school at the beginning of the term)

and there are more family members than reasonably can be transported, together with luggage, in one POC.

e. Special circumstances not included in this subpar. exist, as determined through the Secretarial Process (e.g., travel over the ALCAN Highway, where extra spare tires, parts and tools must be carried.

f. Possession of more than 2 POCs with more than 2 licensed drivers in the family does not constitute a special circumstance. Example: An employee, spouse and 2 teenage drivers with 4 POCs does not constitute a special circumstance and reimbursement for more than 2 POCs is not authorized based solely on these facts.

3. MALT

a. When reimbursement for the use of more than two POCs is authorized/approved, MALT applies for each POC.

b. If the same POC is used for more than one trip, MALT applies for each trip.

c. The standard MALT rate applies for each one way official distance between the old and new PDSs.

d. Example: The employee drives the spouse and three children on the first trip and receives MALT for the one way official distance. Then the employee makes a second trip in which the employee and one of the already transported children return to transport two remaining children. The employee is paid MALT for the one way official distance between the old and new PDSs on the second trip.

4. Documentation

a. The applicable conditions in par. 5604-B2 should be:

(1) Shown in the travel order, or

(2) Approved by travel order amendment after the fact.

b. See App I for travel order policy.

5606 MONETARY ALLOWANCE IN LIEU OF TRANSPORTATION (MALT)

A. General. MALT (par. 2605) is determined by the official distance for the PDT.

B. Authorized Employee(s)

1. An authorized employee is a member, an employee, and/or a dependent traveling IAW a PCS order and whose transportation is reimbursed ICW a PCS order.

2. If more than one member/employee travels as an authorized employee in the same POC, only the authorized employee incurring expenses is authorized MALT for the official distance.

3. The employee who is authorized MALT is also authorized reimbursable expenses.

4. Examples

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

b. Example 2: Three unrelated employees, each on a PCS order, travel together in one POC between two PDS locations. The employee receiving MALT for the official distance is reimbursed for all reimbursable expenses.

c. Example 3: Member married to employee, each traveling on an order and eligible for travel and transportation allowances, and their child travel together in one POC. Only one may receive MALT for the official distance. Either the member or the employee may submit all reimbursable expenses.

C. Reimbursable Expenses

1. Reimbursement of parking fees, ferry fares, road, bridge, and tunnel tolls is authorized for the direct route between the official points involved.

2. Only the employee receiving MALT may claim reimbursement for these expenses (i.e., duplicate payments for the same expenses are not permitted).

3. Charges for repairs, depreciation, replacements, grease, oil, antifreeze, towage and similar expenses are not reimbursable expenses ICW POC use on official travel.

4. An employee may be eligible to submit a claim for repairs to a POC used for official travel, using Service procedures, under 31 USC §3721.

5608 POC USE TO AND FROM TRANSPORTATION TERMINAL OR PDS

A. General. When a POC is driven round trip to drop off and/or pick up an employee at a transportation terminal, the employee paying POC operating expenses is:

1. Paid TDY mileage for the round trip(s) distance, and

2. Reimbursed parking fees, ferry fares, road, bridge and/or tunnel tolls,

for the most direct route.

B. Employee Driven to the Transportation Terminal. If a family member drives the employee to and/or from the transportation terminal, it is presumed that the employee incurs the expense.

5610 PARKING, TOLLS AND OTHER COSTS

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

5612 TRANSOCEANIC TRAVEL BY POC

A. General

1. When transoceanic travel ordinarily would be involved, but POC is authorized by the AO as being to the Gov't's advantage, and is used by the employee for the entire distance between duty stations, reimbursement is on a lodging plus basis for the employee/dependent(s) for the official distance involved.

2. Reimbursement is authorized even though it exceeds that authorized for the transportation modes in par. 5528.

B. Transoceanic Travel by Privately Owned Boat

1. When the employee travels by a privately owned boat, constructed or actual reimbursement (fuel, oil, and docking fees) is authorized NTE the airfare (based on the policy constructed airfare (see App A)) which includes the non-capacity controlled city pair airfare.

2. Capacity controlled city pair airfares are never used for cost construction.

3. Per diem and travel time are based on the air travel time (59 Comp. Gen. 737 (1980)).

5613 TRAVEL BY OCEANGOING CAR FERRY

A. Transportation

1. Vehicle. Only a passenger automobile, station wagon, light truck, or other similar vehicle used primarily for personal transportation, regardless of size, may be authorized.

2. MALT. MALT is authorized for the official distance from the old PDS to the car ferry POE and from the car ferry POD to the new PDS.

3. Transportation Cost. The cost of a vehicle transported on a car ferry with the traveler/dependent(s) is a reimbursable transportation expense and does not constitute POV transportation.

4. More Than One Car Ferry. If more than one car ferry is used, MALT is payable for overland travel between ferries.

B. Ferry Fees

1. Authorized Transportation. The traveler is authorized:

a. Gov't procured ferry transportation; or

b. Reimbursement for personal transportation costs on the car ferry, including any part attributed to POC movement (55 Comp. Gen. 1072 (1976)), NTE the Gov't procured ferry transportation cost.

2. Use of More than Two POCs. When reimbursement for the use of more than two POCs is authorized/approved, MALT and car ferry fees apply for each POC.

3. Same POC Used for More than One Trip. If the same POC is used for more than one trip, the MALT and car ferry fees apply for each trip.

C. Per Diem

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

2. Travel Includes an Overnight on a Car Ferry Anywhere in the World

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

b. Debarkation Day. For the departure day (debarkation) from the ferry is the rate for the employee's or dependent's location at 2400 on that day. See par. 5550.

3. Travel Does Not Include an Overnight on a Car Ferry. If the ferry passage does not include an overnight, the applicable M&IE while on the ferry is the rate applicable to the employee's location at 2400 on the debarkation day. See par. 5550.

4. Dependent Per Diem (PCS Travel). The percentages, in par. 5592-B apply when computing a dependent's per diem.

5614 AUTOMOBILE USE (FTR Part 302-4)

A. General. Automobile use is to the Gov't's advantage for:

1. First duty station travel by a newly recruited employee or appointee,

2. PCS travel, or

3. Separation travel.

B. MALT. MALT reimbursement for automobile travel is at the appropriate MALT rate in par. 2605.

5616 PRIVATELY OWNED AIRPLANE

A. General. The use of a privately owned airplane for:

1. First duty station travel by a newly recruited employee/appointee,

2. PCS travel, or

3. Separation travel

is to the Gov't's advantage when travel costs at the applicable MALT rate, plus per diem for the travel period (NTE the time required to complete the trip at a rate of 350 miles per calendar day), are less than common carrier transportation, including associated per diem.

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

C. Mileage Rate. Reimbursement for travel by privately owned airplane that is to the Gov't's advantage is at the appropriate TDY mileage rate in par. 2600.

D. Travel Time. See par. 3025-C2.

E. Reimbursement Computation. See par. 4280.

5618 PRIVATELY OWNED AIRCRAFT OTHER THAN AIRPLANE (E.G., HELICOPTER)

A. Operation Cost. The actual operation cost, rather than a commuted rate mileage, is paid.

B. Expenses

1. Reimbursable Expenses. The following expenses are reimbursable: fuel; oil; and aircraft parking, landing, and tie-down fees.

2. Non-reimbursable Expenses. The following expenses are not reimbursable: charges for repairs, depreciation, replacements, grease, oil change, antifreeze, towage and similar speculative expenses.

5620 PRIVATELY OWNED MOTORCYCLE

A. General. The use of a privately owned motorcycle is to the Gov't's advantage for:

1. First duty station travel by a newly recruited employee/appointee,

2. PCS travel, or

3. Separation travel

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

B. Travel Time. See par. 3025-C2.

C. Reimbursement Computation. See par. 4280.

5622 PRIVATELY OWNED BOAT

See TRANSOCEANIC TRAVEL BY POC, par. 5612.

5624 COMPUTING POC TRAVEL REIMBURSEMENT

A. General

1. The examples in this par. illustrate computing MALT and per diem incident to PDT by automobile.

2. The per diem/MALT rates used in the example(s) are for illustrative purposes and may not reflect current rates.

3. See par. 2605-B for current MALT rates.

4. See par. 2025-C for the current Standard CONUS per diem rate

5. The per diem is as computed in pars. 5592 and 3025-C2, and examples in par. 4280.

B. Reimbursement Computation Example for One Car

1. Employee, Spouse, and 1 Child

Reimbursement Computation for Employee, Spouse, and 1 Child in One POC	
An employee performs PCS travel from Location A, to Location B, in 9 days, by POC, accompanied by the spouse and 2-year old child. Location A to Location B official distance = 2,826 miles. Based on an average of 350 miles/travel day the employee may be paid per diem NTE 8 travel days (2,826 miles ÷ 350 miles/travel day = 8 travel days), par. 3025. After consideration of the lodging expenses, the employee is authorized $650 in per diem.	
1. POC travel reimbursement is based on 2,826 miles x $.23/mile (par. 2605-B). 2,826 miles x $.23/mile = $649.98.	$649.98
2. Allowable per diem for an employee based on Lodging Plus for 8 days maximum is the actual amount the employee pays for lodging and M&IE; NTE the Standard CONUS per diem rate is 8 days @ $142/day (Standard CONUS per diem rate). $142/day x 8 days = $1136	
3. Per diem for travel time based on actual lodging costs from Location A to Location B, is $650. Since the total amount spent for lodging and meals ($650) does not exceed the maximum allowable per diem ($1136) for actual travel under Lodging Plus method the employee is reimbursed the full amount spent ($650).	$650.00
4. Per diem for the accompanying spouse is 75% of the amount due the employee. $650 x 75% =	$487.50
5. Per diem for the accompanying child under age 12 is 50% the amount due the employee. $650 x 50% =	$325.00
6. Amount spent on tolls	+ 10.00
7. Total Reimbursement	$2,122.48

2. Two Employees (married to each other) and 1 Child

Reimbursement Computation for Two Employees (married to each other) and 1 Child in One POC	
Two employees married to each other perform PCS travel from Location A, to Location B, in 9 days, by POC, accompanied by a 2 year old child. Location A to Location B official distance = 2,826 miles. Based on an average of 350 miles/ travel day an employee may be paid per diem NTE 8 travel days (2,826 miles ÷ 350 miles/travel day = 8 days), par. 3025. After considering lodging costs, one employee is reimbursed $650 while the other is reimbursed $720.	
1. POC travel reimbursement for one employee is based on 2,826 miles @ $.23/mile. See par. 2605-B. 2,826 miles x $.23/mile = $649.98.	$649.98
2. Allowable per diem for an employee based on Lodging Plus for 8 days maximum is the actual amount the employee pays for lodging plus M&IE; NTE the Standard CONUS per diem rate is 8 days @ $142 (Standard CONUS per diem rate). $142/day x 8 days = $1136	
3. The employees occupy two rooms. Per diem for travel time based on actual lodging costs from Location A to Location B, is $650 for employee 1 and $720 for employee 2. The total amount spent for lodging and meals does not exceed the maximum allowable per diem ($1136/employee). Each employee is reimbursed the actual amount spent $650 + $720 =	$1,370.00
4. Per diem for the accompanying child under age 12 is 50% the amount due Employee 2. $720 x 50% =	$360.00
5. Amount spent on tolls	+ $10.00
6. Total Reimbursement	$2,389.98
Total reimbursement to employee 1 is $649.98 + $650 + $10 = $1,309.98	
Total reimbursement to employee 2 is $720 + $360 = $1,080	

C. Reimbursement Computation Example for Two POCs

Reimbursement Computation for Two POCs	
An employee performs PCS travel from Location A to Location B using two POCs. Location A to Location B official distance = 2,826 miles. Based on an average of 350 miles/travel day the employee may be paid per diem NTE 8 days (2,826 miles ÷ 350 miles/travel day = 8 travel days), par. 3025.	
1. POC travel reimbursement for the first POC, driven by the employee only, is based on 2,826 miles x $.23/mile, par. 2605-B. 2,826 miles x $.23/mile =	$649.98
2. POC travel reimbursement for the second POC, driven by spouse is based on 2,826 miles x $.23/mile, par. 2600-A. 2,826 miles x $.23/mile =	$649.98
3. Allowable per diem for employee based on Lodging Plus for 8 day maximum is the actual amount the employee pays for lodging plus M&IE; NTE the Standard CONUS per diem rate is 8 days @ $142 (Standard CONUS per diem rate). $142/day x 8 days = $1136	
4. Per diem for travel time based on actual lodging costs from Location A to Location B, is $650. Since the total amount spent for lodging and meals ($650) does not exceed the maximum allowable per diem ($1136) for actual travel under Lodging Plus method the employee is reimbursed the full amount spent ($650).	$650.00
5. Per diem for the accompanying spouse is 75% of the amount due the employee. $650 x 75% =	$487.50
6. Per diem for the accompanying child under age 12 is 50% the amount due the employee. $650 x 50% =	$325.00
7. Amount spent on tolls	+ $10.00
8. Total Reimbursement	$2,772.46

D. MALT Computation Example for Two Separate Trips. Per diem for a dependent is computed in pars. 5592 and 5552.

MALT Computation for Two Separate Trips	
An employee performs PCS travel from Location A, to Location B by POC. The spouse and two children did not accompany the employee as housing had not been arranged at Location B. Two weeks after arrival, the employee finds housing, returns to Location A by automobile over a weekend, and drives the spouse and two children to Location B.	
866 miles x $.23/mile (employee only) =	$199.18
866 miles x $.23/mile (spouse and 2 children) =	$199.18
Total Malt Payable For POC Travel	$398.36
In addition to the MALT, the employee receives per diem for the number of days required to complete the first trip from Location A to Location B on the basis of an average distance of 350 miles per calendar days (e.g., 3 days). No per diem is payable on the employee's behalf for the employee's second trip. The employee is authorized reimbursement for tolls for the first and second trips from Location A to Location B. The employee is not authorized reimbursement for the trip from Location B to Location A to pick up dependents. Per diem for dependents is computed in pars. 5592 and 5552.	

CHAPTER 5: PERMANENT DUTY TRAVEL

PART B: 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-C 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 MEMBER SPOUSE/DOMESTIC PARTNER

A. General. An employee whose spouse/domestic partner is another employee or a 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 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 Member Spouse/Domestic Partner. An employee and the employee's 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 DoD FMR, 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 DoD FMR 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 B3for 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-A3b, 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 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: EMPLOYEES ONLY

SECTION 5: HHG

SUBSECTION b: HHG WEIGHT

5646 PRESCRIBED WEIGHT ALLOWANCES (FTR §302-7.2)

A. Maximum Weight Allowance. The worldwide maximum weight of HHG that may be transported (and/or stored ICW transportation) is 18,000 lbs. net weight for each employee.

B. Baggage Allowances. See Ch 3, Part B for baggage allowances.

C. Uncrated or Van Line Shipments. For uncrated/van line shipments, a 2,000 pound allowance is added to the 18,000 net weight allowance to cover packing materials.

D. Employee Financial Responsibility

1. See par. 5634-B when the employee is financially responsible for HHG transportation expenses.

2. Under no circumstances may the Gov't pay any expenses associated with excess weight.

E. Transportation of HHG and PBP&E (§302-7.6)

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

5648 ADMINISTRATIVE WEIGHT LIMITATION (FTR §302-7.17)

A. Policy

1. When Gov't furnishings are provided at an OCONUS location, HHG transportation at Gov't expense to or from such an OCONUS location ordinarily is limited to 4,500 lbs. net weight, including UB weight.

2. See App W for authorized administrative weight allowance locations that may differ from the 4,500 lb. amount.

3. An allowance of up to 500 lbs. exclusive of the 4,500 lbs. net weight of the administrative weight limitation

is used for packing weight covering barrels, boxes, cartons, and similar material but does not include pads, chains, dollies and other equipment to load and secure the shipment.

4. Only the authorized weight allowance that was shipped to the OCONUS location may be returned to CONUS upon the duty tour completion unless the Agency makes an exception IAW Agency regulations

5. An order permitting the State Department administrative HHG weight limit of 7,200 lbs. is erroneous unless authorized IAW par. 1237 and only 4,500 lbs. net weight may be transported at Gov't expense subject to the exceptions below.

B. Exceptions

1. HHG Shipped Prior to Administrative Weight Restriction Effective Date. The restricted weight allowance does not apply retroactively to HHG shipped to an OCONUS location prior to the effective date that an administrative weight limitation was imposed on the location.

2. Gov't Furnishings Not Available. When Gov't furnishings are not available at the OCONUS location, an amount equal to the weight of personal furnishings required in lieu of the unavailable Gov't furnishings is added to the 4,500 lbs. net weight.

3. Gov't Furnishings Returned or Unserviceable. If all Gov't furnishings are required to be returned to the Gov't and/or the Gov't furnishings become unserviceable and are not replaced, transportation of the employee's maximum weight allowance (18,000 lbs. net weight) minus the HHG weight previously shipped, is authorized from storage or designated place to the current PDS.

4. Weight Allowance Increase at Employee Request

a. The AO/designee may increase the restricted HHG weight allowance if requested to do so by the employee.

b. The increase is NTE the employee's maximum weight allowance (18,000 lbs. net weight) with HHG previously shipped or continued in storage counting against the increased weight allowance.

c. One or more of the following conditions must apply:

(1) The employee is assigned consecutive full tour assignments to administratively weight restricted areas;

(2) The employee is on a tour that is extended one year or longer within the same administratively weight restricted area;

(3) Upon departure from an administratively weight restricted area if additional furnishings were acquired through marriage occurring after the employee was relocated to the administratively weight restricted area; or

(4) Undue hardship to the employee would result if the full administrative weight restriction were imposed.

5. Non-Foreign OCONUS Area. When a weight restriction is imposed for HHG shipped into a non-foreign OCONUS area, the weight restriction does not apply to shipments from that location as long as the new PDS is not a weight restricted area.

6. Weight Allowance Remainder. Appropriate storage, or transportation to a designated place, is authorized for the remainder of an employee's weight allowance.

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

5650 NET WEIGHT DETERMINATION (FTR §302-7.13)

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

1. Does not include the crating material weight,

2. Is 60% of the gross weight, and

3. May be computed at less than 60% of the gross weight if it was necessary (for reasons beyond the employee's control) to use unusually heavy crating and packing materials.

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

1. Is the weight shown on the bill of lading or weight certificate;

2. Excludes the weight of barrels, boxes, cartons, and similar packing materials; and

3. Does not include pads, chains, dollies, and other equipment needed to load and secure the shipment.

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

1. Computed like an uncrated shipment if the container's weight includes interior bracing and padding materials,

2. 85% of the gross weight (after subtracting the container's weight) if the container's weight does not include the weight of interior bracing and padding materials, or

3. Based on constructed weight if the container's gross weight cannot be determined.

D. Constructed Weight

1. A constructed weight based on 7 lbs./cubic foot of properly loaded space should be used:

a. When an adequate scale is not available at origin, en route or at destination,

b. For a partial load when the HHG weight cannot be determined (without unloading the vehicle at origin, en route or destination), or

c. When the carrier's charges for a short distance or metropolitan area move are computed on a basis other than the shipment's weight or volume (e.g., when payment is based on an hourly rate and the distance involved).

2. The employee should obtain a statement from the carrier showing the amount of properly loaded space required for the shipment.

5652 EXCESS CHARGES

A. Gov't Responsibility

1. The Gov't must pay the total transportation cost and other charges applicable to any excess weight that exceeds an employee's weight allowance and collect reimbursement from the employee.

2. An agency may not pay the cost of transporting an employee's HHG in excess of 18,000 lbs. (5 USC §5724(a)(4)).

3. All transportation costs are used when determining excess costs, including storage (NTS/SIT), accessorials and any other costs that the Gov't paid to move the HHG.

B. Employee Responsibility

1. General. The employee is financially responsible for excess weight charges, even if the excess weight status was known/suspected prior to transportation and the employee 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. For shipments in excess of the authorized weight allowance, the employee is financially responsible for all costs associated with the excess weight following transportation completion, as determined by the Service concerned.

C. Prescribed Weight Allowance. See par. 5646 for prescribed weight allowance.

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. Employee Payment. Payment from the employee for excess charges is IAW finance regulations. (FTR §302-7.200)

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 must notify the employee and the AO providing transportation funds.

G. HHG Weighed Twice. When HHG are weighed twice, the lesser weight is used to determine the employee's financial liability. For example, if the origin HHG weight is less than the destination HHG re-weigh, use the origin HHG weight or if the incoming/outgoing SIT/NTS of HHG weights are different, use the lesser weight to determine the employee's share of the cost (CBCA 1500-RELO, 6 July 2009 and CBCA 1534-RELO, 10 July 2009).

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

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

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

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

4. Department of Defense (DoD) Components:. (App A - DoD Components) OSD/WHS/DoD Agencies: OSD/WHS/DoD Agencies - DoD Civilian Personnel Advisory Service, Compensation Division, Attn: Civilian Advisory Panel Member, 4800 Mark Center Drive, Suite 05G21, Alexandria, VA 22350.

I. Weight Additive Articles (FTR §302-7.21). When HHG include an article, jet ski, boat or trailer of reasonable size that can fit into a moving container for which a carrier assesses a weight additive, the weight additive is not charged against the weight allowance in par. 5646 . For example, when a weight additive of 700 lbs. is imposed by a HHG carrier on a 65 lb. canoe, only 65 lbs. is charged against the employee's 18,000 lbs. net weight allowance. GSBCA 16131-RELO, 21 July 2003. Special packing, crating and/or handling expenses for these articles are the employee's financial responsibility.

CHAPTER 5: PERMANENT DUTY TRAVEL

PART B: EMPLOYEES ONLY

SECTION 5: HHG

SUBSECTION c: TRANSPORTATION

5654 FACTORS AFFECTING HHG TRANSPORTATION

A. Combining Weight Allowances for Employee Married to Employee Couple. See par. 5500-B.

B. Improper Transportation. HHG that are improperly transported or otherwise unavoidably misdirected, through no fault of the employee, must be transported to the proper destination at Gov't expense.

C. Items of Extraordinary Value

1. These items may be transported by an expedited mode that provides satisfactory service at the least cost to the Gov't, and may not be counted as UB.

2. Examples of items of extraordinary value are:

a. Articles of gold and other precious metals;

b. Jewels;

c. Valuable art;

d. Rare and costly collections; and

e. Items of substantial value ordinarily worn or carried (cameras and accessories, binoculars, jewelry, including costume jewelry) that are prone to being stolen.

3. Items that are irreplaceable or have extreme financial and/or sentimental value are not given special security even though extra-value insurance may be purchased.

4. The net weight of such shipments is charged against the employee's weight allowance.

D. Mobile Home Allowances. See Ch 5, Part B7.

E. HHG Transportation before a PCS Order Is Issued. HHG transportation may be authorized for a PCS before the PCS order is issued, but the PCS order subsequently must contain HHG transportation authority or the costs become the employee's financial responsibility.

F. Time Limitation. The time limitation for HHG shipment to the CONUS/OCONUS PDS and from when successive PCS assignments are involved, may be extended beyond the initial 1 year from the employee's effective date of transfer under par. 5518, 5564, or 5908-C authority IAW Agency/Service regulations. CBCA 524-RELO dated 21 March 2007.

1. CONUS to CONUS PCSs. The CONUS to CONUS HHG transportation time limitation is 1 year from the employee's report date to the new PDS. Par. 5564 contains HHG movement delay incident to successive PCS assignments.

2. To and between OCONUS PDSs

a. HHG transportation time limitation is 1 year from the employee's report date to the new PDS.

b. If HHG transportation to OCONUS is delayed, subsequent HHG transportation must not be authorized unless at least 1 year remains under the employee's current service period agreement or the employee agrees to serve at least 1 year after the HHG arrive OCONUS. NOTE: Both 1-year requirements are reduced to 6-months for Adak and Kodiak, AK.

c. See par. 5564 ICW HHG transportation that is delayed incident to successive PCS assignments.

3. From an OCONUS PDS

a. General

(1) HHG transportation from the OCONUS area must begin as soon as practicable after the employee's PCS or return for separation effective date.

(2) If practicable, HHG transportation is concurrent with the employee's departure or as soon afterward as appropriate transportation is available.

(3) Par. 5564 contains HHG movement delayed because of successive PCS assignments.

b. New PDS Reassignment. Under no circumstances can HHG transportation occur later than 1 year (not counting any time that administrative embargoes or shipping restrictions make the transportation impossible) after the new PDS reassignment effective date.

c. Return for Separation. When an employee returns from an OCONUS assignment for separation the following conditions apply:

(1) The HHG transportation authority (including PBP&E transportation in par. 5690) is forfeited if not used within a reasonable time (NTE 1 year) after separation.

(2) Upon a written request from the employee or surviving dependents, the OCONUS activity commanding officer may authorize delayed HHG transportation from the OCONUS area, under par. 5572-C2.

(3) Upon arrival in the U.S., HHG transportation from storage is authorized provided the movement to the final destination is completed within 1 year from the employee's separation effective date.

(4) SIT of HHG is authorized for a period NTE 90 days. Upon an employee's written request, the initial 90-day period may be extended for an additional period NTE 90 days as applicable under conditions stated in par. 5672-C if approved by the employee's commanding officer or designated representative. SIT in excess of 180 days as applicable at Gov't expense cannot be authorized/ approved except as noted in par. 5674.

G. Alcoholic Beverage Shipment. Shipment of alcoholic beverages as HHG must conform to 27 USC §122 that states:

Sec. 122. - Shipments into States for possession or sale in violation of State law. The shipment or transportation, in any manner or by any means whatsoever, of any spirituous, vinous, malted, fermented, or other intoxicating liquor of any kind from one State, Territory, or District of the U.S., or place noncontiguous to but subject to the jurisdiction thereof, into any other State, Territory, or District of the U.S., or place noncontiguous to but subject to the jurisdiction thereof, or from any foreign country into any State, Territory, or District of the U.S., or place noncontiguous to but subject to the jurisdiction thereof, which said spirituous, vinous, malted, fermented, or other intoxicating liquor is intended, by any person interested therein, to be received, possessed, sold, or in any manner

used, either in the original package or otherwise, in violation of any law of such State, Territory, or District of the U.S., or place noncontiguous to but subject to the jurisdiction thereof, is prohibited.

5656 TRANSPORTATION METHODS (FTR §302-7.14)

A. HHG

1. The official designated by the Service/Defense Agency must authorize/approve the HHG transportation method.

2. A cost comparison must be completed ICW each PCS order prior to authorizing a transportation method on that PCS order.

3. The servicing Personal Property Shipping Office must provide the rate comparison by computing the cost difference between the actual expense and commuted rate methods of HHG transportation.

B. UB

1. General

a. UB weight is part of the total authorized HHG weight allowance.

b. UB is defined in App A. UB as noted in FTR §302-7.300 is UB shipment by air.

c. Express and freight shipments made by the Gov't must be made under Gov't transportation policy and procedures.

2. Weight Allowance.

a. The UB weight allowance is:

(1) 350 lbs. net weight for each adult and dependent age 12 or older, and

(2) 175 lbs. net weight for each child under age 12 (par. 5280)

b. When air transportation of UB is used, par. 5286-B4 or par. 3110 applies.

c. UB weight allowances air transportation includes the actual weight of the luggage or packing material.

3. Transportation. Except as in par. 5656-B4, UB must be transported under Gov't transportation policy and procedures. The employee or employee's agent should contact the servicing TO as soon as possible before travel begins to make arrangements for UB transportation.

4. Air Transportation (Expedited Mode) to/from/between OCONUS PDSs

a. General

(1) The UB total transported by air (or any expedited mode) must not exceed 1,000 lbs. net weight.

(2) Air transportation is not authorized when an employee performs RAT, except when the additional tour of duty is served at a PDS in another OCONUS area and as authorized in pars. 7010-I and 7010-J.

(3) UB may be transported by air from the old PDS to the appropriate POE to arrive before the employee's/dependent's transportation departure time.

b. Conditions. UB may be transported by air when:

(1) Transportation by the lowest overall cost mode cannot provide the required service,

(2) The employee certifies the UB is necessary to carry out the assigned duties, or

(3) The AO determines that expedited transportation is necessary to prevent undue hardship to the employee and/or dependents.

C. Actual Expense (FTR §302-7.200)

1. Gov't Procured. The Gov't contracts, negotiates, audits and pays the Transportation Service Provider (TSP)/carrier/DPM vendor directly for transportation. A PCS order must state:

a. The HHG transportation authority, and

b. That the HHG are to be transported by a Gov't-arranged move, and

c. That unauthorized charges are the employee's financial responsibility.

2. Personally Procured

a. The employee must make the necessary arrangements for the HHG move, and pay for the move.

b. Reimbursement is limited to actual expenses incurred by the employee, NTE the cost of a Gov't-arranged move for the same HHG weight (par. 2310 - allowable travel advances).

3. Gov't Arranged Move Cost

a. The Gov't arranged transportation cost in CONUS is determined by using the 'Best Value' methodology for the channel and the actual HHG weight transported (NTE the maximum weight (18,000 lbs. net weight)).

b. The OCONUS cost is constructed using the 'Best Value' single factor rate.

c. For details on how 'Best Value' costs are determined refer to the USTRANSCOM website.

D. Commuted Rate (FTR §302-7.100)

1. Applicability. The commuted rate system:

a. May be used only for interstate HHG shipments between CONUS PDSs, and

b. Is not authorized for intrastate moves.

2. Arrangements. When authorized/approved by the official designated by the order-issuing command, the employee makes arrangements for HHG transportation (other than by shipping the HHG within a mobile home).

3. Reimbursement Services

a. The employee is authorized reimbursement under the GSA Commuted Rate Schedule (FTR §302-7.101) for carrier services provided, including:

(1) Transportation,

(2) Packing,

(3) Unpacking,

(4) Crating,

(5) Drayage, and

(6) SIT.

b. The Commuted Rate Schedule used must be in effect on the date the common carrier picks up the HHG, or if other than a common carrier is used, the date HHG begins movement.

c. If a third party (e.g., a new employer) pays for the HHG transportation, no reimbursement is authorized.

4. Where to Get the Commuted Rate Schedule and Rate Tables

a. See the GSA website at www.gsa.gov/relocationpolicy.

b. The servicing Personal Property Shipping Office must provide the rate comparison by computing the cost difference between the actual expense and commuted rate HHG transportation methods.

E. Split Transportation (FTR §302-7.3). If actual expense HHG transportation is authorized, an employee may transport HHG by Gov't-procured and/or personally moved/procured transportation as long as the combined HHG shipments do not exceed the:

1. Authorized HHG weight allowance, and

2. Cost of Gov't-procured HHG transportation of the maximum HHG weight allowance in one lot between authorized places.

F. Employee Responsibility (FTR §302-7.14). An employee who chooses to personally arrange for HHG transportation (i.e., move the HHG themselves, or contract directly for the HHG to be moved) is entirely responsible for all issues related to the Status of Forces Agreement (SOFA), use of U.S. carriers, import/export processes, tariffs, customs, etc. If Service regulations require, preference also must be given to VISA (Voluntary Inter-modal Sealift Agreement) ship carriers when available.

G. Limitations

1. General. All HHG transportation for which the Gov't pays must:

a. Be only for HHG within the employee's authorized HHG weight allowance;

b. Not exceed the Gov't-arranged move transportation cost of transporting the maximum HHG weight allowance in one lot between authorized places, when Gov't-arranged move is available; and

c. Be made on U.S. flag carriers, when reasonably available.

2. Gov't Expense. HHG may not be moved at Gov't expense when:

a. There is no official employee movement (except when the advance return of dependents from an OCONUS PDS is authorized),

b. The employee violates the agreement under which the HHG originally were transported,

c. The employee has no transportation at Gov't expense authorized by JTR, or

d. Authorized transportation is not completed within the prescribed time limits.

3. Payment

a. Payment, on a commuted rate basis, is not authorized when the employee fails to furnish the actual or constructed (cubic foot measurement) HHG transportation weight.

b. When the actual or constructed weight is not provided, reimbursement is limited to the amount actually paid by the employee, or the commuted rate amount, whichever is less.

c. The employee must furnish an acceptable estimated weight statement (28 Comp. Gen. 95 (1948)).

H. Cost Comparison

1. A cost comparison must be made between the actual expense and commuted rate methods of HHG transportation for each CONUS-to-CONUS PCS order. The servicing Personal Property Shipping Office must provide the rate comparison by computing the cost difference between the actual expense and commuted rate methods of HHG transportation.

2. If the estimated costs are more than $100 different, the more economical method must be authorized on the PCS order.

3. An employee's request for a particular method is the determining factor if the costs are within $100 of each other.

4. A proper cost comparison must consider line haul transportation charges, administrative costs, and expected accessorial and packing charges.

5. If the cost comparison is not made, and/or if the PCS order does not explicitly say that the actual expense method is authorized, the commuted rate method applies (GSBCA 15489-RELO, 20 December 2001).

6. The chart below details considerations when determining a transportation method to authorize on a PCS order.

CONSIDERATIONS (FTR §302-7.15)		
Method	Advantages	Disadvantages
Commuted Rate	1. The Gov't is relieved of the administrative expense and responsibility of selecting and dealing with carriers and making other arrangements for transporting HHG. 2. The employee pays the authorized packing and accessorial charges from the amount allowed for those charges.	1. The Gov't cannot take advantage of special discounts offered. 2. An accurate cost estimate depends on weight estimate accuracy. 3. Commuted rate method does not apply to intrastate moves; and 4. Commuted rate method may not fully reimburse employee's out-of-pocket expenses.
Actual Expense	1. The Gov't may take advantage of special discounts offered.	1. The Gov't is responsible for selecting and dealing with carriers, preparing bills of lading, auditing and paying transportation vouchers, supervising HHG packing, handling employee loss and damage claims (in most cases), and other incidental expenses. 2. The Gov't's cost depends on the weight involved, accessorial services required, packing quality, and the number of individual cartons, boxes, barrels, and wardrobes used by the carrier.

I. Multiple Transfers. When agencies have a large volume of HHG to move between the same origin and destination, at the same time (but not a mass move), multiple transfers (actual expense method) should be considered. See DTR 4500.9-R, Part IV.

CHAPTER 5: PERMANENT DUTY TRAVEL

PART B: EMPLOYEES ONLY

SECTION 5: HHG

SUBSECTION d: NON-TEMPORARY STORAGE (NTS)

5658 NTS OF HHG FOR DUTY AT AN ISOLATED CONUS PDS (FTR §302-8.100-108)

A. Eligibility. An employee who performs PCS travel or new appointee travel (par. 5558) to a designated isolated CONUS PDS is eligible for NTS of HHG.

B. Agreement and Liability Conditions

1. General. Expenses for NTS of HHG at Gov't expense may be allowed for an employee transferring to/within CONUS when the employee agrees, in writing, to remain in Gov't service for 12 months (beginning the date the employee reports for duty at the new PDS), unless separated for reasons beyond the employee's control that are acceptable to the Agency concerned.

2. Service Agreement. A signed service agreement for 12 months is required ICW each individual CONUS PCS.

3. Service Agreement Violation. If the employee violates the written service agreement, including failure to report for duty at the new PDS, any Gov't funds spent for NTS become the employee's financial responsibility. Funds recovery as a debt due to the Gov't is IAW finance regulations.

C. Authority

1. NTS is allowed when the official designated by the Service/Defense Agency determines, on a case-by-case basis, that the location is a designated isolated PDS.

2. An employee assigned to a designated isolated CONUS PDS is not allowed NTS of HHG when:

a. Available housing at the PDS can accommodate the HHG,

b. Adequate housing is available within daily commuting distance, or

c. It is for the employee's convenience.

D. Exceptions. NTS ICW a PCS to a designated isolated CONUS PDS may be subsequently approved for:

1. Conversion of HHG in SIT to NTS,

2. Conversion of storage at personal expense to NTS at Gov't expense, and

3. An eligible employee or new appointee to have a HHG portion transported to the isolated PDS and the remainder stored at Gov't expense.

E. Time Limitation (FTR §302-8.108)

1. Authorization. NTS at Gov't expense may be authorized for the employee's assignment duration NTE 3 years at a designated isolated CONUS PDS. However, a periodic review must be made to determine if current housing conditions at the isolated official station warrant storage continuation.

2. Eligibility Termination and Extension

a. Eligibility for NTS at Gov't expense terminates on the last day of work at the isolated official station if before the 3-year period ends or at the 3-year period end.

b. When the NTS eligibility period terminates on the last day of work at the designated isolated CONUS PDS, NTS at Gov't expense may continue until the beginning of the 2nd month after the month the employee's eligibility ends (examples).

c. To avoid inequity, the employee's command at the designated isolated CONUS PDS may extend the period up to the 90th day after the employee's last day of work at the designated isolated CONUS PDS.

d. When the NTS eligibility period terminates at the end of 3 years, the employee's command at the designated isolated CONUS PDS may extend the 3-year period by up to 90 days to avoid inequity.

a. Example 1

Storage terminates: 31 August 2009 (last day of work at the PDS)

Storage at Gov't expense MAY continue until the beginning of the 2nd month after the month that eligibility ends (last day of work at the PDS): 1 October 2009 (par. 5658-E2b)

Command approves storage extension to the 90th day after the last day of work at the PDS: 29 November 2009 (last day of work at the PDS 31 August 2009 plus 90 days (par. 5658-E2b))

b. Example 2

Storage terminates: 4 August 2009 (last day of work at the PDS)

Storage at Gov't expense MAY continue until the beginning of the 2nd month after the month that eligibility ends (last day of work at the PDS): 1 October 2009 (par. 5658-E2)

Employee's eligibility ended: 4 August
1st month after the month (August) the employee's eligibility ended was: September
2nd month after the month the employee's eligibility ended was: October

Command approves storage extension to the 90th day after the last day of work at the PDS: 2 November 2009 (last day of work at the PDS 4 August 2009 plus 90 days (par. 5658-E2b))

F. Storage Place. The TO determines the NTS location.

G. 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).

H. Documentation

1. NTS authority must be in the PCS order.

2. The TO prepares a Service Order for Personal Property (DD Form 1164) under the DTR 4500.9-R, Vol. IV, Ch 406, par. C, showing the HHG weight and date placed in NTS.

3. One DD Form 1164 copy is forwarded to the personnel office at the employee's OCONUS PDS where it is placed in the employee's personnel folder for subsequent reference and action purposes.

I. Isolated PDS Designation. Justified requests for NTS incident to a PCS order to a PDS at an isolated location

should be submitted to the official designated by the Service/Defense agency for a decision.

5660 HHG NTS ICW MOVES TO AND BETWEEN OCONUS AREAS (FTR §302-8.200-203)

A. General

1. If an employee's HHG are placed in NTS because there is no authority to transport them, or the HHG cannot be used at an OCONUS PDS, the employee may request authority from the employer for HHG withdrawal from NTS and transportation at Gov't expense when the situation requiring the NTS no longer exists and the HHG are needed for the current tour of duty or when a renewal agreement is signed.

2. The conversion of HHG from SIT to NTS, at Gov't expense, and from storage at personal expense to NTS at Gov't expense, may be authorized/approved when the employee is authorized the conversion IAW JTR.

B. Eligibility. At least one of the following conditions must be met for an employee to be eligible for NTS, the:

1. Employee is not authorized to transport HHG to the PDS,

2. Employee is unable to use HHG at the PDS,

3. Storage is authorized in the Gov't's best interest, or

4. Estimated storage cost would be less than the HHG round-trip transportation cost (including SIT) to the new PDS.

C. Time Limitation (FTR §302-8.203)

1. NTS, at Gov't expense, may be authorized for a period NTE the tour of duty.

2. NTS may be authorized for subsequent tours of duty at the same or other OCONUS PDS if the eligibility conditions are still met.

3. When an employee is no longer eligible for NTS (eligibility ends on the last day of work at the PDS), the storage at Gov't expense may continue until the beginning of the 2nd month after the month that eligibility ends unless the losing OCONUS command extends the period.

4. The losing OCONUS command may extend the period of NTS at Gov't expense for up to a total of 90 days (i.e., up to 30 days prior to the time the tour begins and up to 60 days after the last day of work at the PDS).

5. The employee's losing OCONUS command is responsible for ensuring the new PDS TO is notified when the employee's eligibility for storage ends.

6. Example

Storage terminates: 31 August 2009 (last day of work at the PDS)

Storage at Gov't expense MAY continue until the beginning of the 2nd month after the month that eligibility ends (last day of work at the PDS): 1 October 2009 (par. 5660-C3)

Employee's eligibility ended: 31 August 2009
1st month after the month (August) the employee's eligibility ended was September
2nd month after the month the employee's eligibility ended was October

Command approves storage extension to the 60th day after the last day of work at the PDS: 30 October 2009 (last day of work at the PDS 31 August 2009 plus 60 days (par. 5660-C3)).

D. Personnel Office and TO Responsibility for NTS Records. When HHG are placed in NTS at Gov't expense, the following actions must be taken:

1. The TO storing the HHG must forward to both the employee (at the OCONUS address) and the employee's OCONUS personnel office one copy of the following:

a. Completed HHG Services Order (DD Form 1164) and any amendments, NOTE: For an Army employee: The TO also must forward a DD Form 1164copy and any amendments, and the employee's PCS order copy, to Commander, USAFAC, Attn: FINCO-AA, Indianapolis, IN 46249-1306., and

b. The original warehouse inventory receipt.

2. The gaining OCONUS personnel office must:

a. Establish an employee NTS HHG file that:

(1) Is separate from official personnel records;

(2) Serves as a suspense file for FY funding and any subsequent HHG transportation; and

(3) Is forwarded with the employee's official personnel records if the employee is reassigned to another OCONUS PDS;

b. Furnish the FY fund citation to the TO;

c. Inform the TO if the employee's NTS authority stops for any reason (i.e., local separation-retirement, agreement violation, approved delay in travel or return for separation or reemployment); and

d. Destroy the NTS file within a reasonable time after the employee's CONUS PCS.

E. Forms and Procedures. The forms and procedures used for members may be used for employee NTS as long as those forms and procedures are consistent with provisions in this Ch.

F. Removing HHG from NTS

1. Partial or Full Removal. An employee, whose HHG are in NTS at Gov't expense, is authorized to withdraw all or any portion of the authorized HHG weight allowance from storage as long as the HHG are for employee/dependent use in establishing or enlarging the residence.

2. Gov't-paid Expenses. The Gov't is responsible for all costs for withdrawal, drayage, unpacking, and uncrating, as long as the:

(a) Place to which HHG are delivered is in the commuting area of employee's actual residence, and

(b) Return transportation is authorized by JTR for the employee.

3. Employee-paid Expenses

(a) HHG transportation is the employee's financial responsibility when HHG are removed from NTS before the employee has eligibility for return transportation, or for reasons other than those in par. 5596-A.

(b) When the employee earns return transportation at Gov't expense, the HHG withdrawal expense is reimbursed NTE the drayage cost and related charges that would have been incurred at the time the employee became eligible for return transportation at Gov't expense.

(c) Example: After serving 12 months of a 3 year tour, an employee paid $2,000 to remove HHG from NTS for delivery to the dependents' home. Two years later, after completing the 3-year tour, the employee is reimbursed the $2,000 NTE $2,200 (the cost to remove HHG two years later). If the cost two years later was $1,800, the employee would have been reimbursed only $1,800 of the $2,000 actually spent.

4. Documentation. Paid expense receipts of $75 or more are required.

5. Limitations. No further transportation or storage of the withdrawn HHG is authorized at Gov't expense prior to receiving a new PCS order.

5662 NTS OF HHG FOR A DODDS EMPLOYEE (FTR §302-8.300-301)

A. Storage between School Years

1. NTS of HHG is not allowed for a DoDDS employee who is separated from the rolls during the summer recess.

2. NTS between school years may be authorized for a DoDDS employee on a school-year basis if the:

a. DoDDS employee is employed at the close of a school year and agrees, in writing, to teach the next school year;

b. Storage period is for a minimum of 1 month but does not exceed the recess period between the 2 school years;

c. DoDDS employee meets the eligibility conditions for NTS; and

d. Storage is in lieu of:

(1) Gov't Qtrs occupancy,

(2) A Qtrs allowance (20 USC §905(c)) NOTE: If a Qtrs allowance is paid for the actual period the HHG are in storage, the employee is financially responsible for the HHG storage costs., or

(3) Any other HHG storage to which that DoDDS employee is authorized by JTR through employment in another position during any recess period between school years.

3. If the DoDDS employee does not report for duty at the next school year beginning, the employee is financially responsible for:

a. Commercial storage costs (including related services), or

b. The value of the storage furnished (including related services) if the HHG were stored in a Gov't facility,

unless the employing activity determines that the DoDDS employee's failure to report for duty was beyond the employee's control.

B. NTS of HHG during DoDDS Employee Extended Leave. NTS of HHG during extended leave:

1. May be authorized/approved by the AO if it is in the Gov't's best interest;

2. May be authorized/approved NTE 12 months for a DoDDS employee ICW an authorized extended leave of absence in a leave status, with or without pay, under par. 5950-P2d;

3. May be authorized/approved for an administrator, as long as the period in the current agreement is completed rather than the 2 school years specified in par. 5950-P;

4. Cannot exceed the applicable weight allowance for which there is authority in the JTR;

5. May be rescinded and made the DoDDS employee's financial responsibility if the DoDDS employee does not:

a. Report for duty at the OCONUS PDS when leave without pay ends, or

b. Present satisfactory evidence of course of study completion,

unless the AO determines that the situation was beyond the employee's control.

5664 NTS CONVERTED TO SIT

A. General. Upon authorization/approval by the Service concerned, NTS at origin may be converted at the employee's request to SIT, in whole or in part if the employee 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 employee's financial responsibility.

C. Additional HHG Storage. Unless otherwise provided in par. 5674 no additional HHG storage, after conversion from NTS to SIT, is authorized before another PCS order is issued.

CHAPTER 5: PERMANENT DUTY TRAVEL

PART B: 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 DoD FMR 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 §302-7.10)

A. General. If additional storage is not authorized/approved, the employee is financially responsible for additional storage expense (pars. 1015-C2h, 2000-C 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 or renovation,

6. Acts of God, national or natural disaster, terrorism, or

7. Other validated circumstances beyond the employee's control, which the Service/DoD agency determines to be in the Gov't's interest.

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 except IAW par. 5674-C or

b. ICW a TCS order IAW par. 5902.

C. Authority. PDTATAC authority is vested IAW GSA Waiver Memo dated 26 March 2014. This waiver extends PDTATAC authority to 31 March 2017. The Service/DoD agency must ensure SIT extension request to PDTATAC is in the Gov't's interest and not for the employee's personal convenience.

1. Time Limitations. Extensions of the 150/180 days SIT period (as applicable) may be authorized/approved NTE a total of 365 days. All travel and transportation must be completed within 1 year from the employee's death, transfer, or appointment effective date unless a further extension is authorized under par. 5518-C.

2. Authorization/Approval. Eligibility criteria for consideration of SIT authorization/approval are:

a. Serious illness or death of an employee/dependent;

b. A long-term TDY deployment/training assignment;

c. HHG transportation delays caused by embargos;

d. Acts of God, national or natural disaster, terrorism; or

e. Other validated circumstances that are beyond the employee's control, which the Service/DoD agency determines to be in the Gov't's interest; and if SIT is not extended, would be an egregious burden on the employee.

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.

CHAPTER 5: PERMANENT DUTY TRAVEL

PART B: EMPLOYEES ONLY

SECTION 5: HHG

SUBSECTION f: LOCAL MOVES

5682 HHG TRANSPORTATION BETWEEN LOCAL RESIDENCES

A. Authorized Transportation

1. Local transportation of an employee's HHG is authorized when, for the Gov't's convenience, the local commander issues a written order to the employee directing a change in residence between any two dwellings.

2. This authority must not be used for HHG transportation between private dwellings ICW an authorized PCS. B-138678, 22 April 1959 and 52 Comp. Gen. 293 (1972).

3. SIT is not authorized.

B. Local Transportation Costs

1. Local transportation costs are charged to the command ordering the transportation.

2. If the employee's HHG shipment exceeds the maximum amount authorized, the employee is financially responsible for the excess cost.

3. If an adequate scale is not available, the excess weight is determined by using the constructed weight IAW par. 5650-D.

4. The net weight limitations of 18,000 lbs. (par. 5646) and 4,500 lbs. (par. 5648) do not apply to this HHG transportation.

CHAPTER 5: PERMANENT DUTY TRAVEL

PART B: EMPLOYEES ONLY

SECTION 5: HHG

SUBSECTION g: PROFESSIONAL BOOKS, PAPERS, AND EQUIPMENT (PBP&E)

5684 DEFINITION

See App A for the definition of PBP&E.

5686 GENERAL

A. Policy

1. PBP&E are HHG and are part of the PCS weight allowance.

2. If the PBP&E may cause an excess weight condition, as determined before transportation, PBP&E may be moved under pars. 5686-B and 5690 (FTR §302-7.4).

3. A POV may not be shipped as PBP&E per FTR §302-9.302.

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

1. Before shipment occurs, an itemized PBP&E inventory must be reviewed by an official designated by the order-issuing command.

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

3. An appropriate official designated by the order-issuing command at the new PDS must review and certify that:

a. The itemized PBP&E are necessary for the proper performance of the employee's duties at the new PDS, and

b. If these items are not transported to the new PDS, the same or similar items would have to be obtained (at Gov't expense) for the employee's use at the new PDS. CBCA 1517-RELO, 23 December 2009.

5688 PBP&E WEIGHT LIMITATION

A. Maximum Weight. The maximum weight allowance for shipment of PBP&E is 2000 lbs. net weight. This limitation is not subject to waiver and is effective 1 May 2014.

B. Exception

1. An employee may exceed the 2,000 lbs. net weight limit when returning from OCONUS or executing a RAT if a transportation agreement to OCONUS was made prior to 1 May 2014.

2. HHG with PBP&E in excess of 2,000 lbs. must have been originally shipped at Gov't expense to the OCONUS location.

3. The obligation to return HHG with PBP&E is limited to the amount of HHG with PBP&E the Gov't initially

authorized to be shipped OCONUS.

4. The employee may ship the same amount of PBP&E as originally shipped OCONUS, even though the amount exceeds 2,000 lbs.

5. Once the employee's HHG have been returned to CONUS, there is no authorization or waiver authority to exceed the 2,000 lb. limit on a subsequent transportation agreement.

5690 PBP&E SHIPPED AS AN ADMINISTRATIVE EXPENSE

When PBP&E are authorized for shipment as an administrative expense:

1. The transportation cost is not chargeable to travel and transportation expenses appropriations.

2. Transportation must be by the actual expense method in CONUS (i.e., the commuted rate method must not be used) (FTR §302-7.13).

3. The weight and the administrative appropriation chargeable must be stated as separate items on the documentation used to transport the PBP&E (e.g., a Bill of Lading).

4. A constructed weight may be used in unusual instances when it is not practicable or impossible to obtain the specific PBP&E weight IAW par. 5650-D.

5. The PBP&E may be returned as an administrative expense to an employee's actual residence, or any other location at a cost NTE the constructed cost to the actual residence, for an employee separating from Gov't service provided the PBP&E were transported to the OCONUS location as an administrative expense (FTR §302-7.18). Par. 5644-C details HHG transportation from OCONUS to CONUS PDSs.

5692 ADMINISTRATIVELY RESTRICTED HHG WEIGHT

A. Authorization. When an employee is assigned to an administratively weight-restricted OCONUS PDS, PBP&E shipment is authorized under pars. 5686-B and 5690.

B. PBP&E Weight. PBP&E weight:

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

2. Added to the weight of other HHG authorized for shipment and for NTS and consumable goods chargeable to travel and transportation appropriations, must not exceed the maximum weight allowance unless the PBP&E is shipped under pars. 5686-B and 5690.

CHAPTER 5: PERMANENT DUTY TRAVEL

PART B: EMPLOYEES ONLY

SECTION 5: HHG

SUBSECTION h: CONSUMABLE GOODS

5694 CONSUMABLE GOODS (FTR §300-3.1)

A. General

1. An employee, assigned to an OCONUS PDS designated in App F, is authorized transportation of consumable goods in addition to the 4,500 lbs. HHG net weight allowance.

2. The consumable goods must be for the employee's and/or dependents' personal use.

3. Consumable goods are transported like HHG, with the same authorized originating location (e.g., old PDS).

4. In unusual circumstances (e.g., PCS from another OCONUS PDS designated in App F) the Secretarial Process may authorize an alternate shipping origin for consumable goods.

5. The total weight of HHG transported, placed in NTS, and consumable goods chargeable to travel and transportation appropriations, must not exceed the maximum weight allowance.

6. The employee's PCS order should show the consumable items authorized weight allowance in App F and any authorized alternate shipping origin authorized.

B. Additional Information on Consumable Goods. See App F for:

1. OCONUS locations and their consumable goods weight allowances,.

2. Procedures for adding a location to locations having a consumable goods allowance, and

3. More specific regulations on the shipment of consumable goods.

CHAPTER 5: PERMANENT DUTY TRAVEL

PART B: EMPLOYEES ONLY

SECTION 6: POV TRANSPORTATION AND STORAGE

SUBSECTION a: CONUS POV TRANSPORTATION

5696 GENERAL

POV(s) transportation at Gov't expense may be authorized/approved as being to the Gov't's advantage for a/an:

1. Employee transferred in the Gov't's interest,

2. New appointee relocating to the first CONUS PDS, or

3. Student trainee relocating to the first CONUS PDS.

5698 AUTHORITY

A. General. Commanding officers/designated representatives are authorized to determine eligibility to transport a POV(s) at Gov't expense under the following conditions:

1. Both the old PDS (or actual residence of a new appointee/student trainee) and new PDS are within CONUS; and

2. It is more advantageous and cost effective to the Gov't to transport the POV(s) to the new PDS at Gov't expense and to pay for transportation of the employee and/or immediate family by commercial means than to have the employee and/or immediate family member(s) drive one or two POCs if applicable to the new PDS. Costs to be considered are:

   a. Cost of POC travel, transporting the POV(s), travel if the POV(s) is/are transported; and

   b. Productivity benefit from the employee's accelerated arrival at the new PDS.

   Performing the cost comparison is mandatory for each order.

3. Each DoD Component determines that the POV is in operating order, legally titled and tagged for driving prior to POV transportation within CONUS, and that the traveler cited on the relocation travel order is licensed to drive the POV (See FTR §§302-9.301 and 302-9.302);

4. The number of POVs authorized transportation (up to two) at Gov't expense is determined by the Agency/Service. (See FTR §302-9.302). The number of POVs (up to two) cannot exceed the number of people on the relocation travel order, who are licensed drivers.

5. The distance the POV is shipped is 600 or more miles (See FTR §302-9.301).

6. The POV is in operating order, legally titled and tagged for driving (See FTR §302-9.301 and §302-9.505-506).

7. A vehicle may not be shipped as PBP&E. See FTR §302-9.302.

B. Authorized Origin/Destination. POV transportation is authorized to the new PDS from the:

1. Old PDS if the employee is transferred, or

2. Actual residence for a new appointee/student trainee.

C. Towing Equipment Cost

1. When POV transportation at Gov't expense is authorized/approved, an employee may be reimbursed the cost of:

a. Towing equipment, or

b. A car carrier

used for transporting the POV to the new PDS (GSBCA 16412-RELO, 16 July 2004).

2. Mileage reimbursement is not allowed for the towed vehicle - GSBCA 15308-RELO, 7 July 2000.

5700 SHIPMENT METHODS

A. Gov't Arranged POV Transportation. The TO determines the transportation mode. Shipment procedures must be IAW DTR 4500.9-R, Part IV, Chapter 408.

B. Employee Arranged POV Transportation (FTR §302–9.142§302–9.207). If POV shipment 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 the authorized origin point to authorized destination (par. 5698).

C. Transporting a Specially Equipped Automobile (64 Comp. Gen. 30 (1984))

1. The transportation cost for a specially equipped automobile used by a "traveler with a disability" (par. 7815) between CONUS PDSs may be:

a. Arranged by the DoD Component on behalf of the traveler, or

b. Authorized/approved for reimbursement.

2. The transportation must be incident to a PCS and Secretarial Process determination must be made that reimbursement:

a. Is cost beneficial (this is the primary consideration).,

b. Constitutes a reasonable accommodation to the traveler, and

c. Does not impose undue hardship on the DoD Component's personnel relocation program.

CHAPTER 5: PERMANENT DUTY TRAVEL

PART B: 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 traveler 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-C 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-C and 2125).

5712 SHIPMENT METHODS

A. Gov't Arranged POV Transportation

1. The TO 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. 5613 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. 5704-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. 5704-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 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-B3 cost 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. Pay the employee $.23/mile x 200 miles = $46 PCS MALT and $35 for between port/VPC and airport transportation = $81.

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 is $180; one-way official distance PCS MALT from the port/VPC to the new PDS is 500 miles x $.23/mile = $115. Pay the employee $295 for the one-way transportation cost of $180 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). 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 conditions in par. 5732-B or 5732-C.

3. A replacement POV, available at the OCONUS PDS, must meet U.S. Gov't motor vehicle safety/emission regulations for transportation to a CONUS/non-foreign location.

4. See USTRANSCOM Shipping Your POV Pamphlet, par. S for non-conforming POV transportation requirements.

5. The employee is responsible for any additional costs (including required bonded transport) ICW the import of a non-conforming POV. A non-conforming POV is not an adequate replacement vehicle since the employee would incur charges to transport the vehicle back to the CONUS.

B. Emergency Replacement. Emergency POV replacement may be authorized when:

1. The reasons for the need of a replacement POV are:

a. Beyond the employee's control (e.g., the POV is stolen, seriously damaged, destroyed, or has deteriorated due to severe climatic conditions), and

b. Acceptable to the DoD Component concerned; and

2. An adequate replacement vehicle is not available at the OCONUS PDS (see par. 5732-A3).

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);

2. It is in the Gov't's interest that the employee continues to have a POV at the OCONUS PDS; and

3. An adequate replacement vehicle is not available at the OCONUS PDS (see par. 5732-A).

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-C 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).

CHAPTER 5: PERMANENT DUTY TRAVEL

PART B: 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-C and 2125).

CHAPTER 5: PERMANENT DUTY TRAVEL

PART B: 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/HHG

to 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 Member Spouse/Domestic Partner

1. Combined Weight Allowances. When one spouse/domestic partner is an employee and the other a 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-C 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);

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 employee or dependent/heir.

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

1. Preparation Fees. See par. 5756-E3 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 POC

1. 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;
5. Municipal, state, and/or local permits; and
6. Preparations fees (see par. 5756-E3).

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: EMPLOYEES ONLY

SECTION 8: PET QUARANTINE

5764 GENERAL

This Part clarifies pet quarantine reimbursement and/or transportation for PCS moves.

5766 PET QUARANTINE REIMBURSEMENT

A pet quarantine charge (B-206538, 14 September 1982), that is part of a routine pet care expense, is an MEA reimbursable cost IAW pars. 5818-D7.

5768 GENERAL PET INFORMATION

A. Gov't Funded Pet Transportation Not Authorized. Pet transportation for household pets (defined as a cat or dog) is not a separately reimbursable expense, but can be claimed under MEA IAW par. 5818-E8.

B. Pet Quarantine Information. The following websites contain useful information on pet quarantine: http://www.aphis.usda.gov/import_export/animals/animal_import/animal_imports.shtml and http://www.cdc.gov/ncidod/dq/animal/index.htm

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

D. Contact Information

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

2. Obtaining Permits through the FWS. See http://www.fws.gov/permits/ for obtaining permits through the FWS,3. Traveling Abroad with A Bird. A fact sheet for traveling abroad with your bird is found at . http://www.fws.gov/international/travel-and-trade/traveling-with-your-pet-bird.html.

4. Convention on International Trade in Endangered Species (CITES). Applications for travel with pet birds and other CITES listed species is found at http://forms.fws.gov/3-200-46.pdf.

E. Related Restrictions. The following related restrictions apply to pet quarantine and/or transportation reimbursement. Any cost related to these exclusions is the employee's financial responsibility. Reimbursement is not authorized.

1. TQSA or TQSE – lodging expense incurred for the employee's pet (e.g., a second hotel room). Adopted from GSBCA 15843-RELO, 24 July 2002.

2. Kennel/boarding fees (e.g., employee pays a fee to board a pet at an animal hospital while the carrier prepares the HHG for shipment at the employee's residence). Adopted from GSBCA 16104-RELO, 19 June 2003.

3. Non-transportation and handling pet related expenses (e.g., boarding fees, immunizations/inoculations, country entry fees, and examination costs which are necessary to bring a pet to the new PDS). Adopted from GSBCA 16827-RELO, 14 April 2006.

5770 EMPLOYEE AND/OR DEPENDENT TRANSPORTATION ASSOCIATED WITH PET SHIPMENT

When employee and/or dependent transportation includes a pet shipment, see the NOTE in App P, par. A6a.

CHAPTER 5: PERMANENT DUTY TRAVEL

PART B: EMPLOYEES ONLY

SECTION 9: TEMPORARY LODGING

SUBSECTION a: TEMPORARY QUARTERS SUBSISTENCE EXPENSE (TQSE) GENERAL INFORMATION

5772 PURPOSE

Except as prescribed in par. 5778-E, TQSE is a discretionary, not mandatory, allowance intended to partially reimburse an employee for reasonable subsistence expenses incurred when it is necessary for the employee and/or the employee's dependent(s) to occupy temporary lodging incident to a PCS move.

5774 GENERAL

A. TQSE Types. There are two TQSE allowances prescribed in this Part:

1. TQSE(AE). Actual expense reimbursement. See Ch 5, Part B9c, and

2. TQSE(LS). Lump sum payment. See Ch 5, Part B9b.

B. Foreign Transfer Allowance (FTA). See DSSR Section 240 in par. 5819 for TQSE as an FTA component.

C. Subsistence Expenses. Subsistence expenses are the expenses of lodging, food, and other necessities incurred while an employee and/or dependent(s) occupy temporary lodging incident to a PCS.

D. Restrictions

1. TQSE Determination. The AO, not the employee, determines if TQSE is necessary.

2. TQSE Authority. TQSE must be authorized before temporary lodging is occupied and may not be approved after the fact for any days that have passed before TQSE is initially authorized (FTR §302-6.7) except that extensions may be approved IAW par. 5688-B. See CBCA 2311-RELO, 19 April 2011.

3. TQSE Denial. After the employer determines that TQSE is necessary, TQSE(AE) cannot be denied because the employee does not want TQSE(LS).

4. Denied Reimbursement

a. The AO may deny reimbursement of any claimed TSQE lodging/meal expenses that appear to be unreasonable if the traveler cannot justify the expenses when TQSE(AE) is being paid.

b. The lack of adequate documentation for the questionable period of the authorized TQSE period does not void reimbursement for the remaining TQSE days nor does the 'tainted rule' apply.

c. The 'tainted rule' applies only when there is reasonable suspicion of fraud supported by evidence sufficient to overcome the usual presumption of honesty and fair dealing by the employee.

d. The 'tainted rule' would void the TQSE(AE) claim in its entirety when any authorized TQSE day is tainted for fraudulent expenses.

e. See DoD FMR, Vol. 9 for requirements regarding payment when alleged fraudulent expenses are suspected IAW par. 2705.

f. See GSBCA decisions: 15583-RELO, 14 August 2001, 15818-RELO, 20 May 2002, and 16076-RELO, 27 August 2003.

5. TQSE Method Change

a. Before the Travel Order is Executed. Changes to the TQSE payment method before any part of the travel order (including the HHT) has been executed is determined at the discretion of the AO after a request by the employee.

b. After the Travel Order is Executed. Once the employee selects a TQSE method, the selection may not be changed if the travel order (including the HHT) has been executed. See par. 5774-D5c below for an exception based on clerical error.

c. Travel Order Error

(1) IAW GSBCA 16793-RELO, 23 Jan 2006, changes to the TQSE payment method may be allowed after the travel order has been executed if a clerical error was made on the travel order.

(2) GSBCA 16793-RELO, 23 Jan 2006 states, "As DoD points out in its submission to us, as a general rule, a DoD Component may not retroactively change a travel order.

(3) An exception to this rule exists, however, if there is an error on the face of a travel order or if all the facts and circumstances surrounding the issuance of an order clearly demonstrate that some provision which was previously determined and definitely intended to be included was omitted through error or inadvertence in preparing the order," GSBCA 16437-RELO, 22 Sep 2004.

5776 TEMPORARY LODGING

A. Definition. Temporary lodging is private sector lodging occupied temporarily at the old and/or new PDS after a PCS is authorized. A permanent residence is "constructively vacated" and is "temporary" for TQSE purposes when the HHG have been packed for moving and are unavailable to the residents (GSBCA 14888-RELO, 10 May 1999).

B. Limitations

1. Lodging occupied temporarily, within the allowable time limit, is temporary lodging when employee-arranged permanent private sector housing:

a. Remains occupied by the present tenant,

b. Requires repairs/alternations that have not been completed, or

c. Is under construction.

(1) An expected completion date for the construction must be within the TQSE time limit (e.g., 10 days, 30 days, 60 days) allowed in the travel order.

(2) TQSE authority for an employee beyond that needed to seek an available private sector residence is inappropriate if the employee chooses to have a house built if there is an existing inventory of affordable housing.

(3) See par. 5802-B2a(2) ICW delayed occupancy of new permanent private sector housing because of unanticipated problems.

2. The AO may determine that temporary lodging initially occupied that eventually becomes an employee's permanent private sector housing was temporary lodging for a specific time period after considering:

a. Lease duration,

b. HHG movement into the lodging,

c. Lodging type,

d. Expressions of intent,

e. Attempts to secure permanent private sector housing, and

f. Time length the employee occupied the lodging.

NOTE: See GSBCA 15986-RELO, 24 February 2003 for one set of circumstances in which a claimant's apartment was determined to be temporary lodging for a time period and not permanent private sector housing.

5778 ELIGIBILITY

A. Conditions. The AO may authorize TQSE for an employee and/or each dependent if all of the following conditions are met:

1. The employee signs a written service agreement;

2. A PCS is authorized and the new PDS is located in CONUS or in a non-foreign OCONUS area. The old PDS may be anywhere in the world.;

3. The old and new PDSs are 50 or more miles apart, according to map distances along a usually traveled surface route;

4. Temporary lodging occupancy is for a PCS transfer, not for an evacuation or other reason unrelated to the transfer;

5. The temporary lodging location is within reasonable proximity of the old PDS (which may be anywhere in the world) and/or the new PDS (which must be in CONUS or in a non-foreign OCONUS area); and

6. TQSE starts no later than 1 year after the employee's effective date of transfer, unless that time is extended as in par. 5518.

B. TQSE in Other Locations

1. Authorized Locations. TQSE in locations not in reasonable proximity of the old and/or new PDS may be authorized only if the AO is convinced that the circumstances:

a. Are unique to the individual employee and/or dependents,

b. Are reasonably related to the transfer,

c. Have been adequately reviewed, and

d. Justify TQSE payment (FTR §302-6.9) (CBCA 3319-RELO, 1 November 2013).

2. Vacations. A TQSE allowance may not be authorized for vacation purposes or other reasons unrelated to the PCS (FTR §302-6.302).

C. Exclusions. TQSE is not authorized for a/an: (Also, see par. 5456-C3)

1. New appointee assigned to a first PDS;

2. Employee transferred to a foreign PDS;

3. Employee performing RAT, except when return is to a different non-foreign OCONUS PDS;

4. Employee assigned to an OCONUS PDS returning to the actual residence for separation;

5. Employee authorized/approved dependent and/or HHG transportation to/from a training location instead of per diem or AEA while at the training location under the provisions of par. 4955; or

6. Employee to occupy permanent private sector housing (with rental furniture) while HHG are en route (GSBCA 15569-RELO, 12 July 2001).

D. Restrictions. As a general policy, AOs should deny TQSE, or if temporary lodging is justified, authorize only a necessary TQSE period if:

1. The employee and/or spouse make a HHT; or

2. Previous TDY or permanent assignments at the new PDS enable the employee to make arrangements for adequate, permanent private sector housing.

E. Employees Returning from Foreign Areas through the DoD Priority Placement Program (PPP)

1. General

a. TQSE will be paid by the gaining activity when an employee returning from an assignment in a foreign area is placed through the PPP.

b. For such moves, TQSE is a non-discretionary allowance and must be authorized and paid by the gaining activity when the employee meets the eligibility requirements in par. 5560.

c. TQSE for PPP is authorized IAW procedures outlined in Ch 5, Part B9.

2. Time Limitations

a. Initial TQSE(AE) Period. TQSE(AE) may be authorized for any number of days, NTE 60 consecutive days, but only for the time that temporary lodging occupancy is necessary.

b. Additional TQSE(AE) Period. AOs may authorize/approve TQSE(AE) for the necessary number of days NTE an additional 60 consecutive days (i.e., no more than a total of 120 days, including the initial TQSE(AE) may be authorized/approved). Each of the following factors must be considered when authorizing/approving an additional period of TQSE(AE): Extensions may be authorized only if the AO determines there are compelling reasons (due to circumstances beyond the employee's control) for the continued temporary lodging occupancy.

(1) Delayed HHG transportation and/or delivery to the new permanent private sector housing due to extended transit time incident to ocean transportation, strikes, customs clearance, hazardous weather, fires, floods, or other Acts of God;

(2) Delayed occupancy of new permanent private sector housing because of unanticipated problems (e.g., unforeseen delays in permanent private sector housing settlement/closing, or unforeseen short-

term delay in new dwelling construction); (GSBCA 15455 –RELO, 26 June 2001, GSBCA 16646 - RELO, 8 August 2005, and par. 5776-B1c).

(3) Inability to locate permanent private sector housing adequate for family needs because of new PDS housing conditions;

(4) Sudden illness, injury, or death of the employee or of an immediate family member; and

(5) Similar factors.

c. Before an additional TQSE(AE) period is allowed, the employee must provide acceptable written justification and documentation.

d. TQSE(AE) period extensions are not automatic and must be held to a minimum.

e. TQSE(AE) must never be paid for more than a total of 120 days.

3. TQSE(LS)

a. The AO, not the employee, determines if TQSE(LS) is offered.

b. If the AO offers, and the employee accepts TQSE(LS), it must be authorized for 30 days.

c. TQSE(LS) is limited to 30 days, with no extensions under any circumstances.

5780 ALLOWANCE DUPLICATION

A. TQSE Payment

1. Authorized. TQSE may be paid in addition to:

a. COLA payable under the DSSR (5 USC §5941); and

b. Any BAH, OHA, or BAS paid to a member of the Uniformed Services who is the spouse/domestic partner of an employee authorized PCS expenses and allowances (52 Comp. Gen. 962 (1973)).

c. TLA (see Ch 9, Part C) and TLE (see Ch 5, Part A) as long as payments cover different expenses. Duplication of allowances is not authorized. The couple may not each receive PCS travel and transportation allowance payments for the same purpose or expense (54 Comp. Gen. 892 (1975)).

2. Unauthorized. TQSE is not paid when the employee is receiving any other subsistence expense allowances (FTR §302-6.16).

B. TQSA Payment. When TQSA is paid based in a foreign country, TQSE may:

1. Not be paid for that location, but

2. Be paid for the new CONUS or non-foreign OCONUS PDS area.

C. Restrictions. TQSA:

1. And TQSE cannot be paid for the same time period.

2. Cannot be paid in CONUS or any non-foreign OCONUS PDS area (DSSR 122.1). See CBCA 798-RELO, 7 November 2007.

3. Paid on behalf of a dependent in a foreign country must not extend beyond the date preceding the employee's arrival date at the new CONUS or non-foreign OCONUS area PDS (DSSR 124.2) unless a DoD Component determines that compelling reasons exist that would justify the extension of TQSA beyond the initial termination date (DSSR 122.2. See CBCA 1214-RELO, 6 November 2008).

D. TCS. The employee may be authorized TQSE ICW a TCS. See Ch 5, Part B15.

5782 DOCUMENTATION

The DD Form 2912, Claim for Temporary Qtrs Subsistence Expense (TQSE) is available to document TQSE expenses for reimbursement.

CHAPTER 5: PERMANENT DUTY TRAVEL

PART B: EMPLOYEES ONLY

SECTION 9: TEMPORARY LODGING

SECTION b: LUMP SUM TQSE (TQSE(LS))

5784 TQSE(LS) OPTION

TQSE(LS) is a fixed amount payment that is always based on the PDS location maximum per diem that is in effect on the date that the fixed offer was accepted. Apply the per diem for the season in which the employees travels that is in effect on the day the employee accepts the fixed rate offer (e.g., offer accepted in November for the following June – uses the per diem rate in effect the following June) (CBCA 2189-RELO, 12 September 2011).

5786 AUTHORITY

A. General. The AO, not the employee, determines if TQSE(LS) is offered.

B. Considerations. The following factors must be considered before authorizing TQSE(LS):

1. General

   a. When TQSE is authorized, the AO may offer employees, on a case-by-case basis, a TQSE(LS) amount, instead of TQSE(AE).

   b. TQSE(LS) may be authorized for the number of days the AO determines necessary, NTE 30 days.

2. Administration Ease

   a. No review of claims, receipts, and supporting statements, for the validity, accuracy, and reasonableness of each expense amount is required for TQSE(LS) because receipts and supporting statements are not required.

   b. The employee is paid prior to the occupancy of temporary lodging and the after the fact voucher process is eliminated under this method.

3. Cost Considerations. TQSE(LS) is:

   a. Limited to no more than 30 days, with no extensions under any circumstances.

   Effective date of transfer of 1 August 2011 or later.
   b. Based on either the old or new PDS location maximum per diem rate that is in effect on the date that the fixed offer is accepted. Apply the per diem for the season in which the employees travels that is in effect on the day the employee accepts the fixed rate offer (e.g., offer accepted in November for the following June – uses the per diem rate in effect the following June) (CBCA 2189-RELO, 12 September 2011), or a combination, depending on where temporary quarters will be occupied.

4. Employee Choice

   a. TQSE(LS) is based on a specific percentage of the locality per diem rate.

   b. If the AO offers an employee the TQSE(LS) option, the employee must choose between it and TQSE(AE) and that election must be documented on the travel order.
   c. The TQSE(LS) option is only an offer and the employee is not obligated to accept it. An employee may

decline the TQSE(LS) offer and choose to be reimbursed by TQSE(AE).

d. If the AO inadvertently fails to offer an employee TQSE(LS) and the employee's PCS travel order reflects TQSE as authorized but does not clearly reflect the actual expense (TQSE (AE)) method, the agency may correct the employee's PCS travel order to permit the TQSE(LS) option if requested by the employee. (GSBCA 15902-RELO, 21 March 2003)

5788 LIMITATIONS

Effective date of transfer of 1 August 2011 or later.
A. Payment Limitation

1. Temporary lodging must be occupied for TQSE(LS) to be paid (GSBCA 16803-RELO, March 20, 2006/GSBCA 15573-RELO, February 12, 2002).

2. The employee must sign a statement, which must be included as part of the service agreement, asserting the employee will occupy temporary lodging and incur TQSE expenses. If temporary lodging is not occupied and no expense incurred, the employee must return the TQSE(LS) payment.

3. Under no circumstances may TQSE(LS) be paid for more than a total of 30 days.

4. TQSE(LS) is paid for up to 30 days. The number of days offered is prospective and must be established in advance.

5. Once TQSE(LS) is selected, the employee may not be paid any additional TQSE if the TQSE(LS) is not adequate to cover TQSE expenses.

6. TQSE(LS) is a fixed amount payment based on the old or new PDS locality per diem rate, or a combination (see par. 5774-B3b) in effect when the TQSE(LS) offer is accepted by the employee. The fixed amount payment amount is not changed by any revised PDS per diem rates effective after the date the employee accepts the offer. The per diem rates used in the following example(s) are for illustrative purposes only.

a. Example 1. An employee accepts the TQSE(LS) payment method on 1 February, during the winter season, with a travel date of 18 June, during the summer season. The new PDS rate at the time of the offer acceptance was $173. The summer rate that was in effect on 1 February for 1 May to 30 September, during the offer acceptance was $282. The employee TQSE(LS) rate should be paid based on the summer per diem rate of $282 that was in effect on the date that the fixed offer was accepted (CBCA 2189-RELO, 12 September 2011).

b. Example 2. An employee accepts the TQSE(LS) payment method on 1 August, with a travel date of 9 October. The new PDS per diem rate at the time of offer acceptance was $173. A new rate was published on 1 October, changing the rate from $173 to $200. The employee per diem rate should be paid based on the rate of $173 that was in effect on the date that the lump sum offer was accepted. TQSE(LS) is a lump-sum payment based on the PDS locality per diem rate in effect when the TQSE(LS) offer is accepted by the employee. The lump-sum payment amount is not changed by any revised PDS per diem rates effective after the date the employee accepts the offer.

7. The employee should retain lodging receipts or other proof that temporary lodging was occupied in case the agency requests proof temporary lodging was occupied for at least one night. Without sufficient proof, the agency may require TQSE(LS) repayment.

B. Time Limitation. The agency cannot impose limitations on the TQSE(LS) start date (GSBCA 16267-RELO, 10 December 2003).

C. Erroneous Advice Information

1. Incident to a PCS, an employee selected reimbursement for temporary subsistence expenses under the TQSE(LS) method and was authorized TQSE(LS) for 30 days. The employee later informed the agency that there would be a delay in settling on the new residence and was told that there was no (TQSE(LS)) problem (the employee inferred TQSE(LS) would continue beyond 30 days. The employee stayed in temporary lodging for twelve days beyond the allowed 30 days.

2. The employee may not be paid for the additional twelve days.

3. Erroneous advice provided by Gov't officials cannot provide a basis for reimbursement where no independent authority for such reimbursement exists. (GSBCA 16437-RELO, 22 September 2004))

5790 ELIGIBILITY PERIOD

The AO determines what TQSE(LS) time period is necessary and authorized NTE 30 days.

5792 RECEIPTS AND SUPPORTING DOCUMENTATION

Receipts and supporting documentation are not required for TQSE(LS) payment.

5794 PAYMENT

If the TQSE(LS) amount is more than adequate to cover the employee's TQSE expenses, any balance belongs to the employee (GSBCA 16208-RELO, 24 October 2003/GSBCA 16408-RELO, 14 July 2004/GSBCA 16420-RELO, 15 July 2004), provided that temporary lodging was occupied (GSBCA 16803-RELO, 20 March 2006/GSBCA 15573-RELO, 12 February 2002). Example: If employee is authorized 15 days TQSE(LS), but only stays in temporary lodging for 10 days, the employee keeps the remaining 5 days TQSE.

5796 COMPUTATION

A. HHT. The number of days paid or reimbursed for a HHT are not deducted from TQSE(LS). See Ch 5, Part B13 for HHT.

B. Payment Basis. TQSE(LS) payment is based on the total number (employee and dependents) actually moving to the new PDS, not the number of individuals actually occupying temporary lodging.

1. Example 1: An employee remains at the old PDS while the dependent spouse and 2 dependent children move to the new PDS. The TQSE(LS) payment is based on the employee plus 3 dependents.

2. Example 2: An employee and 1 dependent child remain at the old PDS while the dependent spouse and 1 dependent child move to the new PDS. The dependent child who remained with the employee ultimately does not move to the new PDS. The TQSE(LS) payment is based on the employee plus 2 dependents. If payment was initially made for the employee and 3 dependents, but only 2 dependents actually move to the new PDS, then the employee must pay back the TQSE(LS attributable to the dependent who did not move.

C. TQSE(LS) Per Diem Rates/Percentages. The per diem rates used in the following example(s) are for illustrative purposes only.

1. Per Diem Rate Used. The per diem rate used for TQSE(LS) payment is either the maximum old or new PDS (see par. 5786-B3b) locality per diem rate (CONUS or OCONUS).

2. Percentage Paid. The maximum allowable daily amount is:

a. Employee. For an employee, the daily rate is 75% of the maximum per diem rate. Example: If the new

PDS is in a locality at which the per diem rate is $100, the maximum daily rate = $75 (based on the daily per diem rate of $100).

b. Each Dependent. For a dependent, the daily rate is 25% of the daily maximum per diem rate. Example: If temporary lodging is used at a new PDS locality at which the per diem rate is $100, the maximum daily rate = $25 (based on the daily per diem rate of $100).

D. TQSE(LS) Computation Chart

Authorized Traveler	Locality Per Diem Rate (for new PDS)	Percentage Rate Authorized	Days Authorized	Travelers	Formula	Total Payment
Employee	$136	.75	30	1	(($136/day x .75) x 30 days) x 1 =	$3,060
Dependent	$136	.25	30	4	(($136/day x .25) x 30 days) x 4 =	$4,080
					Total TQSE(LS) Payment	$7,140

E. TQSE(LS) Computation Example. The following is an example of how TQSE(LS) payment is calculated.

1. Data Used

a. Number of days authorized for TQSE(LS) = 30 days.

b. Locality per diem rate = $90 (lodging) + $46 (M&IE) = $136 total per diem.

c. Employee percentage = 75%.

d. Dependent percentage = 25%.

e. Number of dependents = 4.

2. Employee Calculation

a. Multiply the maximum per diem rate ($136) by .75. $136/day x .75 = $102/day.

b. Multiply the answer in par. 5796-E2a ($102) by the number of days authorized (30). $102/day x 30 days= $3,060.

c. In this example, the employee's TQSE(LS) payment is $3,060.

3. Dependents Calculation

a. Multiply the maximum per diem rate ($136) by .25. $136/day x .25 = $34/day.

b. Multiply the answer in par. 5796-E3a ($34) by the number of days authorized (30). $34/day x 30 days = $1,020.

c. In this example, each dependent's TQSE(LS) payment is $1,020.

d. In this example, the four dependents' total TQSE(LS) payment is $4,080 (4 dependents x $1,020/dependent).

4. Total Payment. In this example the employee's TQSE(LS) payment is $3,060 for the employee and $4,080 for four dependents, for a total TQSE(LS payment of $7,140 ($3,060 + $4,080).

CHAPTER 5: PERMANENT DUTY TRAVEL

PART B: EMPLOYEES ONLY

SECTION 9: TEMPORARY LODGING

SUBSECTION c: TQSE ACTUAL EXPENSE (TQSE(AE))

5798 TQSE(AE) OPTION

A. General. TQSE(AE) is an actual expense allowance based on the:

1. $142 Standard CONUS per diem rate for temporary lodging occupied in any CONUS locality (effective 1 October 2016), or

2. PDS locality (not the lodging location) per diem rate for temporary lodging occupied in OCONUS localities.

B. AEA. AEA (Ch 4, Part C) may not be authorized/approved for TQSE(AE).

5800 AUTHORITY

A. General. The AO, not the employee, determines if TQSE(AE) is necessary.

B. Considerations. Before authorizing TQSE(AE), the following factors must be considered. TQSE(AE):

1. May be authorized only for the time period determined necessary by the AO, and

2. Authorization is determined on a case-by-case basis.

5802 LIMITATIONS

A. Payment Limitation. Under no circumstances may TQSE(AE) be paid for more than a total of 120 days.

B. Time Limitations

1. Initial TQSE(AE) Period. TQSE(AE) may be authorized for any number of days, NTE 60 consecutive days, but only for the time that temporary lodging occupancy is necessary.

2. Additional TQSE(AE) Period. AOs may authorize/approve TQSE(AE) for the necessary number of days NTE an additional 60 consecutive days (i.e., no more than a total of 120 days, including the initial TQSE(AE) may be authorized/approved). Each of the following factors must be considered when authorizing/approving an additional period of TQSE(AE):

a. The AO must determine there are compelling reasons (due to circumstances beyond the employee's control) for the continued temporary lodging occupancy. Examples of circumstances that might be beyond the employee's control include:

(1) Delayed HHG transportation and/or delivery to the new permanent private sector housing due to extended transit time incident to ocean transportation, strikes, customs clearance, hazardous weather, fires, floods, or other Acts of God;

(2) Delayed occupancy of new permanent private sector housing because of unanticipated problems (e.g., unforeseen delays in permanent private sector housing settlement/closing, or unforeseen short-term delay in new dwelling construction); (GSBCA 15455 –RELO, 26 June 2001, GSBCA 16646 - RELO, 8 August 2005, and par. 5776-B1c).

(3) Inability to locate permanent private sector housing adequate for family needs because of new PDS housing conditions;

(4) Sudden illness, injury, or death of the employee or of an immediate family member; and

(5) Similar factors.

b. Before an additional TQSE(AE) period is allowed, the employee must provide acceptable written justification and documentation.

c. TQSE(AE) period extensions are not automatic and must be held to a minimum.

d. TQSE(AE) must never be paid for more than a total of 120 days.

C. Additional TQSE(AE) Period Justification. The employee must provide the AO with written justification that clearly describes the circumstances warranting the extension that are beyond the employee's control. The employee's justification, accompanied by documentation from the AO indicating the reasons for authorizing or denying the requested extension must be retained in a file designated for that purpose in personnel written material.

D. Occupancy Limitations. If an employee moves HHG into temporary lodging occupied initially at a new PDS and continues occupancy indefinitely, the temporary lodging is permanent private sector housing, unless par. 5776-B applies, from the date the HHG are delivered.

5804 ELIGIBILITY PERIOD

A. Starting Temporary Lodging Occupancy. Temporary lodging occupancy:

1. May start as soon as the employee has signed a service agreement and TQSE allowances have been authorized in a PCS order.

2. Must begin within 1 year after the employee's effective date of transfer, unless that time is extended as indicated in par. 5518.

B. Temporary Lodging Occupancy Time Period

1. General. The temporary lodging occupancy period runs concurrently for the employee and all dependents. The employee may occupy temporary lodging at one location while dependents occupy temporary lodging at another location.

2. Temporary Lodging Occupancy Interruptions. Once begun, the TQSE period continues to run whether or not the employee and/or dependents occupy temporary lodging except if occupancy is interrupted for:

a. Travel between the old and new PDS (actual travel time);

b. Necessary official duties such as an intervening TDY assignment/military duty; or

c. Non-official necessary interruptions such as hospitalization, approved leave (sick, not annual), or other reasons beyond the employee's control that are acceptable to the AO.

3. Temporary Lodging Occupancy Resumption. Under the circumstances cited in par. 5804-B2above:

a. The absence period is excluded from the authorized time for temporary lodging occupancy;

b. The employee is eligible for TQSE(AE) when temporary lodging occupancy at the new PDS resumes; and

c. Eligibility continues for the balance of the authorized time, if necessary.

4. Temporary Lodging Occupancy Interrupted by Official Travel

a. Exceptions are not made if dependents occupy temporary lodging at the employee's new PDS, or another location, during the employee's TDY or military duty training assignment.

b. When temporary lodging occupancy is interrupted by official travel, the actual time en route, NTE the authorized allowable travel time, is excluded from the eligibility period, which resumes when temporary lodging is reoccupied.

c. When an employee retains temporary lodging while on TDY, the cost is reimbursed as part of the TQSE(AE) allowance (in addition to per diem received for the TDY) if the AO determines that the employee acted reasonably in retaining the temporary lodging (69 Comp. Gen. 72 (1989)).

C. Ending Temporary Lodging Occupancy. Temporary lodging occupancy ends when the:

1. Employee or a dependent occupies permanent private sector housing, or

2. Authorized time period expires,

whichever occurs first (FTR §302-6.108) (CBCA 1941-RELO, 5 October 2010).

5806 RECEIPTS AND SUPPORTING DOCUMENTATION

A. Receipts and Supporting Statement

1. General. Receipts and a written supporting statement must accompany a TQSE(AE) claim as prescribed in pars. 5806-A2 and 5806-A3.

2. Receipts. DoD FMR 7000.14-R, Volume 9 requires a receipt for:

a. Lodging costs paid, showing location, dates, and by whom occupied;

b. Any single expense of $75 or more (including a single meal expense of $75 or more).

3. Supporting Statement. The supporting statement must include:

a. The cost of each meal, for each day, by date, and where and by whom consumed;

b. Travel status and temporary lodging occupancy (for subsistence expense purposes) that occur the same day, the date and the arrival and/or departure time at the temporary lodging location; and

c. The date that permanent private sector housing occupancy starts, or the date that HHG are moved into permanent private sector housing.

B. Submitting TQSE(AE) Claims. The DD Form 2912, Claim for Temporary Quarters Subsistence Expense (TQSE), http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd2912.pdf, is used to document TQSE expenses for reimbursement.

5808 PAYMENT

A. General. TQSE(AE) reimbursement is for the lesser of the actual allowable expenses incurred for each day of the prescribed period or the maximum allowable amount payable for that same eligibility period. TQSE(AE) is:

1. Not paid for local transportation expenses;

2. Limited to actual expenses incurred, up to the maximum authorized, providing the expenses are:

   a. Directly related to temporary lodging occupancy within the TQSE eligibility period (par. 5804);

   b. A reasonable amount; and

   c. Substantiated.

3. The AO may deny reimbursement of any claimed TQSE expenses that appear to be unreasonable if the traveler cannot justify the expenses with supporting documentation. If denied, the remaining TQSE expenses of the same TQSE period may be paid (par. 5774-D4).

   a. Example 1. An employee with a dependent was authorized TQSE for 30 days at the new PDS and utilized temporary lodging with available cooking facilities. The employee claimed TQSE meal expenses for purchased groceries during the 30-day TQSE period. The AO believes the grocery expenses to be excessive without supporting documentation. The AO may request supporting documentation, including required receipts, for any individual grocery/meal expense of $75 or more to determine the appropriate reimbursement, IAW par. 2710-A2.

   b. Example 2. An employee was authorized TQSE for 45 days at the new PDS and utilized temporary lodging without cooking facilities. The employee claimed actual daily TQSE meal expenses equal to (or nearly equal to) the maximum daily M&IE rate for each day during the 45-day TQSE period. The AO believes the same-expenses-every-day meal costs to be unjustified without supporting documentation. The AO may request supporting documentation including receipts for any meal expense of $75 or more to determine the appropriate reimbursement IAW par. 2710-A2.

B. Actual Expenses Allowed. TQSE(AE) daily allowable expenses include:

1. Temporary lodging (including lodging taxes or, if temporary lodging is located in a foreign area, the VAT relief certificate cost if the certificate is used to avoid paying the lodging tax);

2. Meals and/or groceries;

3. Fees and tips incident to meals and lodging;

4. Laundry;

5. Cleaning and pressing of clothing;

6. The cost of moving HHG to the temporary lodging for the sole purpose of furnishing the temporary lodging (B-217435, 29 August 1985), NOTE: The cost of removing HHG from SIT and delivering them to the temporary lodging for the sole purpose of furnishing temporary lodging is a TQSE expense.; and

7. The cost of moving the HHG from the temporary lodging to permanent private sector housing (B-217435, 29 August 1985).

C. Excess Expenses. Allowable expenses exceeding the total authorized TQSE(AE) amount are the employee's financial responsibility.

D. Lodging with a Friend or Relative. When an official traveler lodges with a friend or relative - with or without charges - the official traveler may be reimbursed for additional lodging costs the host incurs in accommodating the traveler if the traveler can substantiate the costs and the AO determines the costs are reasonable. The traveler may not be reimbursed the cost of comparable conventional lodging in the area or a flat "token" amount (GSBCA 16836-RELO, 5 June 2006). A traveler, who lodges with a friend or relative, is authorized the old/new PDS M&IE rate, as appropriate, if otherwise eligible.

NOTE: If the friend or relative is in the business of renting on a regular basis the lodging involved – for example, if that individual is operating a hotel or apartment house – the "friends or relatives" provision does not apply (GSBCA 14398-TRAV, 24 Feb 1998).

E. Itemization. Actual expenses must be itemized in a manner that permits a review of amounts spent daily for lodging, meals and other allowable items of subsistence expenses. The AO may require use of the DD Form 2912, "Claim for TQSE" (http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd2912.pdf).

F. Conditions Affecting Reimbursement

1. Partial Days of TQSE(AE). Temporary lodging occupancy for less than a whole day is the same as 1 full calendar day for TQSE(AE) reimbursement.

2. En Route Travel. Reimbursement may not be paid under both TQSE(AE) and another subsistence expenses allowance within the same calendar day, unless TQSE is claimed on the same day that en route travel per diem ends. In this case, en route travel per diem is computed under applicable partial day rules and TQSE reimbursement is computed for expenses incurred after 6:00 p.m. of that day (FTR §302-6.110). Par. 5780 explains limitations on duplication of allowances.

3. Temporary Lodging Occupancy in All Other Cases. The TQSE(AE) period starts at 0001 of the calendar day that TQSE(AE) reimbursement is claimed, provided temporary lodging is occupied during that calendar day.

4. Temporary Lodging Eligibility Period Termination. The temporary lodging period ends at midnight of the last day of eligibility.

5. Meal Preparation in Temporary Lodging. If the temporary lodging has meal preparation facilities available and those facilities are used, the cost for groceries consumed on a daily basis is allowable. Claims must show the total amount for each daily meal.

G. Allowable Expenses when an Apartment, House, Mobile Home or Recreational Vehicle Is Rented or Used for Lodging. When an employee on PCS at the old and/or new PDS rents a furnished/unfurnished apartment, house, mobile home or recreational vehicle (includes a camper, camping trailer, 5th wheel or a self-propelled mobile recreational vehicle) for use as lodging, TQSE lodging expenses are computed IAW par. 4160-A (50 Comp. Gen. 647 (1971), 52 id. 730 (1973), CBCA 1573-RELO, 17 November 2009, B-191831, 8 May 1979, B-215055, 7 February 1985, and GSBCA 15289-RELO, 1 February 2001). An apartment, house or mobile home that becomes/is/is to become the PDS permanent residence cannot also be used as a temporary residence.

1. Computation Rules. Step 1: Determine the daily TQSE lodging rate and prorate the total allowable expenses used by the number of TQSE days used. Step 2: Compare the actual daily TQSE lodging amount against the Standard CONUS daily lodging rate and pay the lesser amount.

a. Example 1. The employee claimed $960 for 20 days of an authorized 30-day TQSE period. The TQSE expenses are apartment rent - $800 and utilities - $160. The actual TQSE daily lodging cost is $48 ($960/20 days), which is less than the Standard CONUS lodging rate. The employee is paid $960 ($48/day x 20 days) for lodging during the authorized TQSE period.

b. Example 2. The employee claimed $500 for 40 days of an authorized 30-day TQSE period. The TQSE expenses are the mobile home rental space - $350 - , utilities - $90, and mandatory Gov't fees - $60. The actual TQSE daily lodging is $12.50 ($500/40 days), which is less than the Standard CONUS lodging rate. The employee is paid $375 ($12.50/day x 30 days) for lodging during the authorized TQSE 30-day period.

2 Reimbursement Limitation when a Mobile Home Is Purchased. TQSE expenses are limited to the temporary expenses listed in par. 4165-B when a mobile home is purchased as a temporary residence and used while seeking a primary residence (other than the mobile home that is being used as temporary lodging) at the new PDS. Real estate expenses (i.e., mortgage, interest) are not authorized temporary lodging expenses. If the

employee's primary residence is/is to become the home that is being used as a temporary residence, do not pay TQSE.

5810 COMPUTATION

A. TQSE(AE) Calculation

1. HHT Deduction

a. General

(1) If an employee is paid/reimbursed for HHT days and authorized TQSE(AE) is subsequently claimed for more than 30 days, the actual number of HHT days (NTE 10) paid/reimbursed (on either a Lodging Plus or lump sum basis) are deducted from the first authorized 30-day TQSE(AE) period (Ch 5, Part B13 - HHT).

(2) For example, if an employee is:

(a). Paid for 5 days of a HHT, then deduct 5 days from the first authorized 30 day TQSE(AE) period;

(b) Paid for 6 days of a HHT, then deduct 6 days from the first authorized 30 day TQSE(AE) period; or

(c) Reimbursed for a 10-day HHT, then deduct 10 days (or the actual number of days used/reimbursed, whichever is less) from the first authorized 30 day TQSE(AE) period.

b. Example 1 -- Authorized 10 days for HHT (Lodging Plus Method) and 60 days TQSE(AE). 9 days were used and reimbursed for the HHT. Pay 9 days for the HHT and reimburse actual expenses for 51 days (60 - 9 day HHT) TQSE(AE) (Since TQSE(AE) was authorized and claimed for more than 30 days, the 9 days paid for the HHT must be deducted from the first 30-day authorized TQSE(AE)) period.

First 21 days TQSE(AE): Reimburse actual expenses (par. 5808-B) for each day in an amount NTE the applicable daily rates prescribed for the first 30 days in par. 5810-A2c.

Next 30 days TQSE(AE): Reimburse actual expenses (par. 5808-B) for each day in an amount NTE the applicable daily rates prescribed in par. 5810-A2dfor the second 30 days.
Employee was authorized an additional 60 days TQSE(AE) under par. 5802-B2. Employee occupied temporary lodging for the additional 60 days. Reimburse actual expenses (par. 5808-B) for each of these 60 days in an amount NTE the applicable daily rates prescribed in par. 5810-A2dfor the 2nd 30 days.

NOTE: The deduction for the 9-day HHT is made from the first 30 days authorized for TQSE(AE). The employee was paid for a 9-day HHT and reimbursed for 111 (51 + 60) days TQSE(AE).

c. Example 2 -- Authorized 10 days for HHT (Lodging Plus Method) and 30 days for TQSE(AE). 5 days were used and reimbursed for the HHT and temporary lodging was occupied for 27 days.
Pay 5 days for the HHT and reimburse actual expenses for 27 days TQSE(AE) that temporary lodging was occupied (TQSE(AE) authorization was up to 30 days – no deduction is made for the 5 days reimbursed for the HHT since authorized TQSE(AE) was not for more than 30 days).

27 days TQSE(AE): Reimburse actual expenses (par. 5808-B) for each day in an amount NTE the applicable daily rates prescribed in par. 5810-A2c for the first 30 days.

d. Example 3 -- Authorized a HHT (Lump Sum) for the spouse (paid at the 5 multiplier rate (par. 5840-B2b)) and 60 days for TQSE(AE). 10 days were used and reimbursed for the HHT and temporary lodging was occupied for 58 days. Pay HHT allowances as authorized under par. 5884-B2b and TQSE(AE) for 55

days (since TQSE(AE) was authorized for more than 30 days, the 5 days paid for the HHT must be deducted from the first authorized 30-day TQSE(AE) period - the deduction is 5 days when HHT(Lump Sum) is paid under par. 5884-B2b).

First 25 days TQSE(AE): Reimburse actual expenses (par. 5808-B) for each day in an amount NTE the applicable daily rates prescribed in par. 5810-A2c for the first 30 days.

Next 30 days TQSE(AE): Reimburse actual expenses (par. 5808-B) for each day in an amount NTE the applicable daily rates prescribed in par. 5810-A2d for the second 30 days.

NOTE: The number of days authorized for TQSE(AE) is reduced for the entire family when either the employee or spouse or both make a HHT.

e. Example 4 -- Authorized a HHT (Lump Sum) for the employee and spouse (paid at the 6.25 multiplier rate (par. 5840-B2a)) and 60 days for TQSE(AE). 10 days were used and reimbursed for the HHT and temporary lodging was occupied for 65 days. Pay HHT allowances as authorized under par. 5884-B2a and reimburse actual expenses for TQSE(AE) for 54 days (since TQSE(AE) was authorized for more than 30 days, the 6 days paid for the HHT (Lump Sum) must be deducted from the first authorized 30-day TQSE(AE) period - the deduction is 6 days in this instance when HHT (Lump Sum) is paid under par. 5884-B2a).

First 24 days TQSE(AE): Reimburse actual expenses (par. 5808-B) for each day in an amount NTE the applicable daily rates prescribed in par. 5810-A2c for the first 30 days.

Next 30 days TQSE(AE): Reimburse actual expenses (par. 5808-B) for each day in an amount NTE the applicable daily rates prescribed in par. 5810-A2dfor the second 30 days.

f. Example 5 -- Authorized a HHT (Lump Sum) for employee and spouse (par. 5840-B2a) and 25 days TQSE(LS) for the employee and dependents. 8 days were used and reimbursed for the HHT and temporary lodging was occupied for 20 days. Since there are no HHT deductions from TQSE(LS) and the actual number of days spent in temporary lodging is not relevant, pay HHT (Lump Sum) as indicated in par. 5884-B2a and TQSE(LS) for 25 days as indicated in par. 5796.

NOTE: (a) There is no deduction from the number of days authorized for TQSE(LS) for the number of days paid under HHT (Lump Sum) or reimbursed under HHT (Lodging Plus Method)) for a HHT, and (b) TQSE(LS) is paid for the number of days authorized not the number of days temporary lodging was occupied.

g. Example 6 -- Initially Authorized a 10-day HHT (Lodging Plus Method) and 30 days for TQSE(AE) and then authorized an additional 30 days TQSE(AE) under par. 5802-B2. 10 days used and reimbursed for a HHT and temporary lodging was occupied for 58 days. Pay HHT allowances for 10 days and reimburse actual expenses for TQSE(AE) for 50 days (since TQSE(AE) was authorized for more than 30 days, the 10 days paid for the HHT must be deducted from the first authorized 30-day TQSE(AE) period).

First 20 days TQSE(AE): Reimburse actual expenses (par. 5808-B) for each day in an amount NTE the applicable daily rates prescribed in par. 5810-A2c for the first 30 days.

Next 30 days TQSE(AE): Reimburse actual expenses (par. 5808-B) for each day in an amount NTE the applicable daily rates prescribed in par. 5810-A2dfor the second 30 days.

2. Per Diem Rates. The per diem rates used for computation are:

a. CONUS. $142, Standard CONUS per diem rate (effective 1 October 2016).

b. OCONUS (Non-foreign OCONUS and Foreign Areas). The PDS locality (not the lodging location) per diem rate in effect on the days temporary lodging is occupied.

c. First 30 Days

(1) Employee/Unaccompanied Spouse. The daily rate cannot exceed the maximum per diem rate for an employee/unaccompanied spouse/domestic partner (the spouse/domestic partner must occupy temporary lodging in a location separate from the employee's).

(2) Spouse/Domestic Partner Accompanying the Employee. The daily rate cannot exceed 75% of the daily maximum per diem rate for a spouse/domestic partner who accompanies an employee.

(3) Dependent Age 12 or Older. The daily rate cannot exceed 75% of the daily maximum per diem rate for each dependent, other than a spouse/domestic partner, who is age 12 or older.

(4) Dependent under Age 12. The daily rate cannot exceed 50% of the daily maximum per diem rate for each dependent who is under age 12.

NOTE: The maximum daily rates for the first 30 days (based on the daily per diem rate of $142) in pars. 5810-A2a through 5810-A2d are $142, $106.50, $106.50, and $71.00, respectively, if the temporary lodging is occupied in CONUS.

d. Second Thirty Days. The maximum allowable daily rate for the second thirty days is:

(1) Employee/Unaccompanied Spouse/Domestic Partner. The daily rate cannot exceed 75% of the daily maximum per diem rate for an employee/unaccompanied spouse/domestic partner (the spouse/domestic partner must occupy temporary lodging in a location separate from employee's).

(2) Spouse/Domestic Partner Accompanying the Employee. The daily rate cannot exceed 50% of the daily maximum per diem rate for a spouse/domestic partner who accompanies the employee.

(3) Dependent Age 12 or Older. The daily rate cannot exceed 50% of the daily maximum per diem rate for each dependent, other than a spouse/domestic partner, who is 12 or older.

(4) Dependent under Age 12. The daily rate cannot exceed 40% of the daily maximum per diem rate for each dependent under age 12.

NOTE: If the temporary lodging is in CONUS, the maximum daily rates for additional days (based on the daily per diem rate of $142) in pars. 5810-A2a through 5810A2d are $106.50, $71.00, $71.00, and $56.80 respectively.

e. 60-120 Days. When the AO authorizes a time extension (in TQSE(AE)) for temporary lodging occupancy beyond the first 60 days (never to exceed an additional 60 days), the additional days must be computed at the same rates allowed for the second 30-day period in par. 5810-A2d above. The total time period for which TQSE(AE) may be paid may never exceed 120 days.

B. Computation Examples

1. TQSE(AE) Calculation Chart. The Standard CONUS per diem rate (currently $142) used in the following chart applies when temporary lodging (TQSE(AE)) is in CONUS. Use the applicable locality per diem rate when temporary lodging is located OCONUS. AEA (Ch 4, Part C) may not be authorized/approved for TQSE(AE).

Standard CONUS Per Diem Rate	First 30 Days		After 30 Days	
$142 (Eff 1 October 2016)	Formula	Max Reimb	Formula	Max Reimb
Employee/Unaccompanied Spouse/Domestic Partner	$142	$142	$142 x 75%	$106.50
Accompanying Spouse/Domestic Partner	$142 x 75%	$ 106.50	$142 x 50%	$71.00
Dependent 12 and older	$142 x 75%	$ 106.50	$142 x 50%	$71.00
Dependent under 12	$142 x 50%	$ 71.00	$142 x 40%	$56.80

2. TQSE(AE) Example 1. An employee resides in temporary lodging at a new PDS in Location A, CONUS, for 5 days and incurs daily expenses of $44.50, $43.20, $44.20, $46.20 and $45.20. The total is $223.30. The applicable maximum TQSE(AE) equals $142/day x 5 days ($710). Since the actual TQSE(AE) expenses are less than the maximum amount authorized, TQSE(AE) reimbursement is $223.30. If the actual TQSE(AE) expenses are more than the maximum authorized, (e.g., $900), TQSE(AE) is limited to $710. If an employee pays allowable TQSE(AE) expenses on a weekly, biweekly, or monthly basis, the amount is apportioned per day.

3. TQSE(AE) Example 2. The AO authorizes TQSE(AE) for NTE 60 days. An employee's dependent delays temporary lodging occupancy until 31 days after the employee starts temporary lodging occupancy. The TQSE(AE) limitation for the first 30 days applies to the employee's allowable expenses. The TQSE(AE) amount limitations for the second 30-day period apply to the employee and dependent. This applies when the employee and dependent occupy temporary lodging at the same or at different locations.

4. TQSE(AE) Example 3. An employee and dependent vacate permanent private sector housing at the old PDS and occupy temporary lodging at that location for 3 days. They then travel to the new PDS. The allowable travel time is 6 days. They are en route 5 days. Upon arrival at the new PDS, they occupy temporary lodging. For determining the TQSE(AE) maximum amount, temporary lodging occupancy resumption at the new PDS is counted as the 4th day. Actual, NTE allowable, travel time is excluded (i.e., the TQSE(AE) clock 'stops' for the en route travel). NOTE: This is true for PCS or TCS travel.

5. TQSE(AE) Example 4. An employee and dependent vacate permanent private sector housing at the old PDS and occupy temporary lodging there. After 3 days, the employee begins travel to the new PDS. The dependent remains in temporary lodging. The employee is en route 5 days and upon arrival at the new PDS occupies temporary lodging. For determining the TQSE(AE) maximum amount, the employee's temporary lodging occupancy resumption is the 9th day, since the dependent continued temporary lodging occupancy for the 5 days the employee was en route, and the time runs concurrently for all.

6. TQSE(AE) Example 5. An employee travels to a new PDS, en route for 5 days. Temporary lodging was not occupied at the old PDS. The employee occupies temporary lodging upon arrival at the new PDS. The employee requests and is authorized 10 days of annual leave while in a TQSE(AE) status. For determining the TQSE(AE) maximum amount, the employee's temporary lodging occupancy is not interrupted during the authorized leave whether the employee is at or away from the new PDS during the TQSE(AE) eligibility period (B-247061, 6 May 1992).

7. TQSE(AE) Example 6. An employee travels to the new PDS, en route for 5 days. Temporary lodging was not occupied at the old PDS. The employee occupies temporary lodging upon arrival at the new PDS. The TQSE(AE) eligibility period was interrupted by official travel (TDY) of 5 days and the employee was authorized to retain TQSE(AE) lodging while TDY. The employee may be reimbursed for both lodging expenses (TDY & TQSE(AE)) during the TQSE(AE) eligibility period plus M&IE for the TDY when the AO determines that the employee acted reasonably in retaining the TQSE(AE) lodging. For example, the TDY per diem rate for the 5 days/4 nights is $123 ($77/ $46) and the TQSE(AE) monthly lodging cost at the new PDS is $900/month. The employee's actual TDY lodging cost $60 x 4 nights ($240) making $240 in TDY lodging expense payable. TQSE(AE) lodging reimbursement of $30/day ($900/month divided by 30 days/month) is also payable during the eligibility period. In this example, having the employee stop and start the TQSE(AE) lodging would have resulted in a TQSE(AE) lodging charge of $45/day (since the monthly rate would not have been offered) for the actual days in the TQSE(AE) lodging before and after the TDY). The M&IE is for the TDY location while the employee was TDY and as part of TQSE(AE) for the new PDS location when the employee is there but not at both locations for the same days (GSBCA 16430-RELO, 13 October 2004).

CHAPTER 5: PERMANENT DUTY TRAVEL

PART B: EMPLOYEES ONLY

SECTION 9: TEMPORARY LODGING

SUBSECTION d: FOREIGN OCONUS TEMPORARY QUARTERS SUBSISTENCE ALLOWANCE (TQSA)

5812 TQSA

TQSA is intended to assist in covering the cost of accommodations in a hotel, pension, or other transient-type quarters at a new foreign OCONUS PDS, plus reasonable meal and laundry/dry cleaning expenses. An employee is authorized TQSA for temporary Qtrs occupied after first arrival at a PDS in a foreign area or immediately preceding final departure from that PDS if the employee is eligible for a Living Qtrs Allowance (LQA) under the provisions in the DoDI 1400.25, Volume 1250 and DSSR Section 031.1. TQSA rules are in DSSR Section 120.

See pars 5556-B4b, 5780, and the DSSR 124.2 for more information on TQSA.

CHAPTER 5: PERMANENT DUTY TRAVEL

PART B: EMPLOYEES ONLY

SECTION 10: PDS ASSIGNMENT EXPENSE ALLOWANCES

SUBSECTION a: MISCELLANEOUS EXPENSE ALLOWANCE (MEA)

5814 GENERAL

A. Purpose. MEA is to reimburse various costs (e.g., disconnecting/connecting appliances and utilities) associated with an authorized/approved PCS/TCS residence relocation.

B. Advance Payments. An advance of MEA funds is not authorized.

C. Mobile Home Relocation. See Ch 5, Part B7 for specific costs associated with mobile home relocation transportation expenses.

D. Lease Penalty Expense. For authority to reimburse an employee for a lease penalty expense incurred for early termination of a lease anywhere in the world incident to a PCS to/from a foreign OCONUS area, see DSSR, FTA and HSTA sections 240 and 250.

5816 ELIGIBILITY

A. Employees Eligible for MEA. MEA is payable when all of the following are met:

1. A PCS/TCS is authorized/approved,

2. An appropriate service agreement is signed,

3. The employee moves out of the old residence, and,

4. The employee establishes a new temporary or permanent residence (GSBCA 16018-RELO, 15 August 2003).

B. Employees Not Eligible for MEA. The following personnel are not eligible to receive an MEA:

1. New Appointee

a. A new appointee assigned to the first PDS, (appointee to any position, including student trainee, Senior Executive Service (SES) and Presidential appointee);

b. See par. 5558 New Appointee and Student Trainee Appointments and Assignments to the First PDS.

c. A new appointee or an employee performing first PDS travel to a foreign OCONUS area is eligible for the MEA portion of the foreign transfer allowance (FTA). See DSSR, Section 240.

2. Employee. An employee:

a. Performing RAT unless a PCS is authorized/approved ICW the RAT and the employee has discontinued residence at one location and established a residence at a new location ICW the PCS;

b. Assigned to an OCONUS PDS returning to the actual residence for separation; and

c. Authorized transportation for dependents and/or HHG to/from a training location instead of per diem or

AEA under par. 4955.

5818 REIMBURSEMENT

A. General

1. MEA Amounts. The 'flat payment' MEA amounts are $650 and $1,300.

2. Two Employees in One Household

a. Only one MEA is paid for two employees who discontinue the same residence at the old PDS and establish one residence at the new PDS since only one household is relocated. MEA is not reimbursable for duplicate relocation expenses claimed by each employee (FTR §302-3.201).

b. Since an MEA is payable to only one employee, the other employee, for MEA purposes only, is considered an immediate family member/dependent relocating with the employee and MEA is paid at the with dependent rate (see FTR §302-3.202).

c. Even if each employee, without dependents, has a travel order and is traveling as an 'employee', only one MEA is paid when no separate relocation expenses are incurred by the employees (73 Comp. Gen. 164 (1994)).

d. Employees without dependents (other than each other) each are authorized MEA at the without dependent rate if both incurred separate relocation costs that do not include common expenses. See GSBCA 16608-RELO, 3 August 2005. An example of a 'common expense' is discontinuance or establishment of utilities. Separate expenses include such expenses as dental/medical related expenses and/or identification document changes such as driver licenses.

e. EXCEPTION: A first appointee assigned to an OCONUS PDS is paid IAW the DSSR, Sec. 241.2 if paid under the FTA Rule. See par. 5819

B. Minimum Payment. The minimum payment based on 1 or 2 week's basic gross pay includes locality pay and is calculated based on the new PDS location. The following may be paid without receipts or itemized statements:

1. Employees without Dependents. Pay the lesser of $650 or the equivalent of 1 week's basic gross pay;

2. Employees with Dependents. Pay the lesser of $1,300 or the equivalent of 2 week's basic gross pay; or

3. Employees with Dependents, but Whose Dependents and HHG are Not Relocated. Pay the lesser of $650 or the equivalent of 1 week's basic gross pay.

a. The employee is authorized the difference between the amount initially received and the amount allowed under par. 5818-B2, when the employee:

(1) Reports to the new PDS while the dependents remain at the old PDS (or other location) without leaving the old residence. Reimbursement is limited to the amount for an employee without dependents until the old residence is discontinued and a new residence is established; and

(2) Relocates the dependents or HHG within the 1 year limitation;

b. An employee is authorized MEA, at the with dependents rate, even though dependents move from the residence at the old PDS to a different residence than the employee's residence at the new PDS (B-184558, 12 August 1976).

c. An employee is authorized MEA, at the without dependents rate, if the employee's dependents return early IAW par. 5576-I and do not relocate the household when the employee returns and is authorized PCS

allowances (B-194061, 12 September 1979). For an employee to be authorized MEA at the with dependents rate, the employee's dependents must discontinue a prior residence and establish a new residence ICW the employee's PCS.

C. Maximum Payment. The maximum payment (1 or 2 week's basic gross pay) includes locality pay and is calculated based on the new PDS location.

1. The AO may authorize/approve MEA in excess of the amount in par. 5818-B if the:

a. Claim is justified by receipts of expenses incurred, and

b. Total amount does not exceed the employee's basic gross pay of:

(1) 1 week, if the employee is without dependents, or

(2) 2 weeks, if the employee has dependents who were relocated.

2. The allowable amount cannot exceed the maximum rate (step 10) of Grade GS-13, in 5 USC §5332.

D. Reimbursable Costs. Miscellaneous expenses are the various costs associated with PCS that are not covered by other PCS allowances in JTR. Examples of reimbursable costs include:

1. Disconnecting/connecting appliances, equipment, and utilities involved in relocation, and converting appliances for operation on available utilities (this does not include purchasing appliances or equipment in lieu of conversion);

2. Cutting and fitting rugs, draperies, and curtains moved from one residence to another;

3. Non refundable utility fees/deposits;

4. Losses on non-transferable/non refundable contracts for medical, dental, food lockers, education enrollment (CBCA 2701-RELO 26 July 2012), and private institutional care (such as that provided for dependents with disabilities only);

5. Vehicle registration, driver's license and taxes imposed when bringing vehicles into some jurisdictions, reinstalling a catalytic converter upon vehicle reentry into CONUS/non foreign OCONUS area for employees participating in the DoD POV Import Control Program, securing a bond allowing a POV to be admitted into CONUS/non foreign OCONUS area for non participants in the DoD POV Import Control Program (62 Comp. Gen. 282 (1983));

6. Rental agent fees customarily charged for securing housing in foreign countries;

7. Pet quarantine charges (B-206538, 14 September 1982) excluding medicine/medical care, grooming, and similar fees for services that are a part of routine pet care. See par. 5764.;

8. Pet transportation (cats, dogs, and other house pets) (FTR §302-16.1); Other animals (horses, fish, birds, various rodents, etc.) are excluded because of their size, exotic nature, or restriction on shipping, host country restrictions and special handling difficulties;

GSBCA Ruling Involving Costs Related to "UK Pet Scheme"

An employee transferred from CO to the United Kingdom (UK) incurred expenses to comply with the UK's requirements for bringing pets into the country. The expenses, totaling $906.89, included the costs for blood tests, insertion of an identification microchip, an export certificate, "UK pet scheme" costs charged by the airline to comply with UK guidelines, a health certificate, ground transportation to the new residence, express mailing of the export certificate, and a pet shipping container. The employee's travel voucher included the

above listed expenses as itemized miscellaneous expenses. The employee's agency reimbursed a total of $1,537.41 for itemized miscellaneous expenses, but that amount did not include the pet related expenses, which the agency considered to be unallowable. GSBCA agreed with the agency and indicated that reimbursable costs related to dogs, cats and other house pets are limited to transportation and handling costs, required to meet the more stringent rules of air carriers. The costs for immunizations/inoculations, examinations, boarding quarantine or other charges in the moving process are not included. The costs involved are to be borne by the employee and are not reimbursable as miscellaneous expenses (GSBCA 16827-RELO, 14 April 2006).

9. Required removal/installation by host country law of automobile parts (such as tinted windows or special lights (56 Comp. Gen. 53 (1976));

10. Reassembly, set up and tuning of a piano moved incident to a relocation (GSBCA 16104-RELO, 19 June 2003);

11. A post office box rental fee when rented to provide a constant mailing address between the time an employee departs the old residence and occupies a residence at the new PDS (GSBCA 16104-RELO, 19 June 2003);

12. Miscellaneous expenses connected with cancellation of a contract to purchase a house due to transfer in the Gov't's interest (GSBCA 16351-RELO, 1 April 2004);

13. Pet care, child care, or adult care for dependent parents or other adult dependents incapable of self care at home while the employee and/or spouse are away on a HHT, or are packing or unpacking; and

14. Similar costs.

E. Non Reimbursable Costs. MEA is not authorized to reimburse an employee for:

1. Costs that exceed the maximums provided by law or in JTR;

2. Costs that are not allowed in JTR;

3. Costs reimbursed under other provisions of law or JTR;

4. Costs incurred for reasons of personal taste or preference and not required because of the move;

5. Losses covered by insurance;

6. Fines or other penalties imposed on the employee or dependents;

7. Judgments, court costs, and similar expenses because of civil actions;

8. Expenses due to circumstances, factors, or actions that were not due to the move;

9. Losses/costs due to selling/buying homes and personal property;

10. Duplicate payments for reimbursable expenses;

11. Additional insurance costs on HHG in transit to the new PDS, or cost of loss/damage to that property;

12. Additional costs caused by the employee shipping HHG that exceed the maximum weight allowance provided by law or JTR;

13. Higher income, real estate, sales, or other taxes due to establishing a residence in the new locality;

14. Fines imposed for traffic infractions while en route to the new PDS;

15. Accident insurance premiums or liability costs incurred while traveling to the new PDS, or liability for uninsured damage caused by accidents for which the employee or dependents are responsible;

16. Losses due to the sale/disposal of HHG items that are not convenient or practicable to move;

17. Damage to/loss of clothing, luggage, or other personal items while traveling to the new PDS;

18. Subsistence, transportation, or travel expenses in excess of the amounts reimbursed as per diem or other allowances in JTR;

19. Medical expenses due to illness/injuries of the employee or dependents while en route to the new PDS or while living in temporary Qtrs;

20. Costs due to structural alterations; or remodeling or modernizing of a residence, garages, or buildings to accommodate POVs, appliances, or equipment; or the cost for replacing/repairing worn out or defective appliances/equipment shipped to the new PDS; or electrical system upgrades to accommodate an appliance or equipment moved from the residence at the previous duty station (CBCA 2660-RELO, 26 January 2012);

21. Costs of purchasing clothing, appliances (including delivery cost), and equipment due to relocation; and

22. Costs of newly purchased items, such as rugs or drapes.

F. Administrative Procedures. When requesting MEA reimbursement an employee must:

1. Submit a travel claim following the guidance in DoD FMR Vol. 9 for costs associated with relocation,

2. Certify that the old PDS residence has been discontinued and a new PDS residence has been established, and

3. Establish a residence at the new PDS, if filing a supplemental claim for the remainder (from the without to the with dependents rate) of MEA.

CHAPTER 5: PERMANENT DUTY TRAVEL

PART B: EMPLOYEES ONLY

SECTION 10: PDS ASSIGNMENT EXPENSE ALLOWANCES

SUBSECTION b: DEPARTMENT OF STATE (DoS) FOREIGN TRANSFER ALLOWANCE (FTA) AND HOME SERVICE TRANSFER ALLOWANCE (HSTA)

5819 DEPARTMENT OF STATE (DoS) FOREIGN TRANSFER ALLOWANCE (FTA) AND HOME SERVICE TRANSFER ALLOWANCE (HSTA)

A. Policy, Payment and Procedural Guidance

1. FTA. For FTA policy, payment and procedural guidance see the DSSR, Section 240.

2. HSTA. For HSTA policy, payment and procedural guidance see the DSSR, Section 250.

B. Transfer

1. Transferring from a CONUS/Non-foreign OCONUS Area. An employee transferring from a CONUS/non-foreign OCONUS area PDS to a foreign area PDS is authorized an MEA under Ch 5, Part B but not the FTA allowance. See DSSR, Section 242.6.

2. Transferring from a Foreign Area PDS. An employee transferring from a foreign area PDS to a CONUS/ non-foreign OCONUS area PDS may be authorized TQSE under Ch 5, Part B but not the HSTA. See DSSR, Section 252.6.

A transferring employee is eligible for the lease penalty expense portion under both the FTA and HSTA.

C. Foreign Transfer Allowance (FTA) and Home Service Transfer Allowance (HSTA)

1. FTA and HSTA are DoS allowances 5 USC §5924(2)(A) and 5 USC §5924(2)(B)), respectively) that reimburse certain expenses when an employee is appointed/PCSing to/reassigned from a foreign area PDS.

2. A new appointee is not eligible for any portion of the HSTA.

3. The FTA and HSTA are composed of four elements:

a. Miscellaneous Reimbursable Expense. This portion only is allowable for a DoD new appointee being assigned to the first PDS in a foreign area (FTA).

b. Wardrobe Expense. This portion is not allowable for a DoD employee.

c. Pre-departure Subsistence Expense (FTA) and Subsistence Expense Portion (HSTA). The subsistence portions of the FTA and HSTA are only for expenses incurred in the CONUS or non-foreign OCONUS areas – not in the foreign area. Pre-departure subsistence expense is also provided for a new appointee in a CONUS/non foreign OCONUS area whose first assignment is a foreign OCONUS area PDS. See DSSR, Section 242.3

(1) FTA. This portion is allowable for a DoD employee PCSing from a PDS in a CONUS/ non-foreign OCONUS area to a foreign area PDS for a new appointee traveling from a CONUS/non-foreign OCONUS actual residence area to the first PDS in a foreign area.

(2) HSTA. This portion is not allowed for a DoD employee.

D. Lease Penalty Expense

1. FTA. This portion is allowable for any DoD employee (including a new appointee) PCSing to/ between a foreign area PDS.

2. HSTA. This portion is allowed only for a reassigned employee (not a new appointee) PCSing from a foreign area PDS to a CONUS/non-foreign OCONUS area PDS.

NOTE: See Ch 5, Part B2 for other allowances relevant to first duty station travel.

CHAPTER 5: PERMANENT DUTY TRAVEL

PART B: EMPLOYEES ONLY

SECTION 11: SERVICE AGREEMENTS

SUBSECTION a: GENERAL

5820 SERVICE AGREEMENT

A. General (FTR, §302-2.13)

1. Service Agreement. A service agreement is a written agreement, prepared IAW personnel regulations, between the employee and the employee's agency, signed by the employee and an authorized agency representative, stating that the employee agrees to remain in Gov't service for a period of time specified in par. 5840-B, after the employee has relocated.

2. Loss of Allowances. All or part of these travel and transportation allowances may be lost under certain conditions. See par. 5808.

Effective date of transfer of 1 August 2011 or later.
3. Disclosure Statement. A service agreement must include/have appended, a disclosure statement IAW par. 5820-H.

4. Agreement Forms. See par. 5794.

B. Failure to Sign a Service Agreement (FTR, §302-2.18). If an employee fails to sign a service agreement, the Gov't is not financially responsible for the employee's relocation expenses. Those expenses become the employee's financial responsibility.

C. Initial Agreement. An initial agreement establishes eligibility for an employee's:

1. Travel and transportation allowances,

2. Dependents, and

3. HHG.

D. Renewal Agreement. A renewal agreement:

1. Establishes eligibility for round trip travel and transportation allowances for an employee and dependents for the purpose of taking leave between consecutive periods of OCONUS employment.

2. Does not establish any HHG transportation authority.

E. Appointment/Transfer to an OCONUS Position

1. The employee agrees to complete a prescribed tour of duty at the OCONUS PDS for return travel and transportation allowances.

2. Completion of the specified tour of duty establishes travel and transportation allowance eligibility and does not terminate the employee's employment.

3. This agreement may be an initial agreement or a renewal agreement.

F. More than One Service Agreement (FTR, §302-2.20). Service agreements cannot be grouped together and must be adhered to separately. Each agreement is in effect for the period specified in the agreement.

G. Subsequent Service Agreements (FTR, §302-2.19). Service agreements that are already in effect cannot be voided by subsequent service agreements.

Effective date of transfer of 1 August 2011 or later.
H. Reimbursement Disclosure Statement (FTR, §302-2.22)

1. The employee must sign a statement certifying:

   a. The employee and/or dependents have not/will not accept duplicate reimbursement for the employee's relocation expenses, and

   b. That to the best of the employee's knowledge, no third party has accepted duplicate reimbursement for the employee's relocation expenses.

2. The statement must be signed and included with the service agreement prior to the employee receiving any relocation allowances.

5822 PERSONNEL AUTHORIZED TO NEGOTIATE AN AGREEMENT

A. General. Agreements must be negotiated by personnel designated by the DoD Component concerned.

B. Designated Personnel. For all DoD Components, the following have authority to negotiate agreements:

1. Commanding officers, and their civilian counterparts having appointing authority to fill positions,

2. Any civilian personnel office employee designated to act for a commanding officer in effecting appointments, and

3. Other personnel designated by the commanding officer to act for the commanding officer in response to specific requests.

5824 ACTUAL RESIDENCE (FTR, §302-2.16)

An employee, who accepts a transfer to an OCONUS PDS, must provide the agency with the information needed to determine the employee's actual residence to document in the service agreement.

5826 ACTUAL RESIDENCE DETERMINATION

A. Appointees (Including Student Trainees)

1. Authorized transportation to the first PDS must be from the appointee's actual residence at the time of selection/assignment.

2. The actual residence is the location at which the appointee lived before selection for the appointment/ assignment.

3. If the appointee claims another location as the actual residence at the time of selection, the appointee must prove that the residence in the location where the appointee lived at the time of selection is temporary and the actual residence is elsewhere.

4. Whether the college location at which a student is enrolled/lived for 9 or 10 months in each of 3 or 4 years is the actual residence depends on the facts presented.

B. OCONUS Employment

l. General

a. Actual residence must be determined when an individual is initially appointed/transferred to an OCONUS PDS.

b. The Gov't's obligation for travel and transportation allowances for travel to:

(1) An OCONUS PDS upon assignment,

(2) Round trip travel and transportation allowances under a renewal agreement, or

(3) Return travel and transportation allowances for separation

is limited to movement to/from an employee's actual residence at the time of assignment to OCONUS duty.

c. If, at the time of appointment, the employee is in the OCONUS area temporarily (e.g., as a tourist), the employee subsequently may be eligible for return travel and transportation allowances or RAT.

d. Eligibility for travel and transportation allowances is determined by actual residence designation, based on factual circumstances of each case.

e. Before an agreement is negotiated, the employment office must state the actual residence in the agreement.

f. The actual residence shown in an initial service agreement and the renewal agreement must be the same unless the initial agreement was incorrect. In that event, the correct actual residence must be determined, explained, and stated in the renewal agreement.

2. Consideration Factors

a. Ordinarily, the actual residence is the:

(1) Fixed residence where dependents and HHG are maintained at the time of an individual's appointment/transfer to an OCONUS position, and/or

(2) Place from which transferred or appointed.

b. The desire of an appointee/employee to specify an unjustifiable location as actual residence to:

(1) Establish residence at a certain location, or

(2) Visit a certain location,

must not be a basis for designating that place as the actual residence for travel and transportation allowances purposes.

c. All facts concerning the employee's residence, before assignment to OCONUS duty, must be considered carefully, including:

(1) Home ownership;

(2) Previous residence;

(3) Temporary employment in city from which recruited;

(4) Employment requiring residence apart from the family;

(5) The employee's voting residence; and

(6) The jurisdiction(s) to which the employee pays taxes.

d. Additional factors, in the case of a local hire, are:

(1) The length of absence from the claimed place of residence;

(2) The reasons for such absence; and

(3) Whether a residence has been maintained to which the individual expects to return.

e. Actual residence in a CONUS/Non-foreign OCONUS area could be negated when the individual has:

(1) Established residence locally OCONUS,

(2) Participated in local elections, or

(3) Obtained waiver of U.S. tax liability based on foreign residence (35 Comp. Gen. 244 (1955); 37 id. 846 (1958)).

The conditions in par. 5836 are also used in determining actual residence in the CONUS/non-foreign OCONUS area.

3. Documentation. Actual residence documentation must be in the employee's official personnel folder.

4. Change in Actual Residence

a. When actual residence is determined IAW par. 5826-B2, a change:

(1) Is not authorized during a continuous period of OCONUS service, and

(2) May not be approved except in case of an error. (35 Comp. Gen. 101 (1955); 39 id. 337 (1959)).

b. Errors must be corrected in the agreement to show the employee's correct actual residence.

5828 SERVICE AGREEMENT REQUIREMENTS (FTR §302-2.100(e); 2.100(f))

Agreement requirements are premised on the employee's status as outlined in the following table:

Situation	Agreement
1. Individual locally employed initially by DoD at an OCONUS PDS who does not meet service agreement eligibility conditions (par. 5836).	1. No service agreement requirement
2. Individuals locally employed initially by DoD at an OCONUS PDS who meets service agreement eligibility conditions (par. 5836).	2. Service agreement required for tour of duty applicable to the OCONUS PDS at which employed. The agreement concerns separation travel, in specific instances transportation for dependents and/or HHG from the actual residence and renewal agreement eligibility.
3. Individual locally employed initially by DoD at an OCONUS PDS who meets service agreement eligibility conditions (par. 5836) and OCONUS prior service credit requirements (par. 5840-C7).	3. Service agreement required to serve for 12 months from date of employment, or a time period which, when added to immediate prior period of civilian/military service, totals the prescribed tour of duty for the area, whichever is greater. The agreement concerns separation travel, in specific instances

Situation	Agreement
	transportation for dependents and/or HHG from the actual residence and renewal agreement eligibility.
4. DoD employee at an OCONUS PDS who has not completed an initial tour and is transferred to a new PDS of a different DoD Component within the same or a different OCONUS geographical locality (par. 5840-C3).	4. Service agreement required to serve for 12 months from the date of reporting for duty at a new PDS or the difference between the tour of duty at the old PDS and the prescribed initial tour of duty at the new PDS, whichever is greater. The agreement concerns PCS allowances, separation travel and renewal agreement eligibility.
5. Employee initially hired locally by DoD at an OCONUS PDS not serving under a service agreement who is transferred to a new PDS within the same OCONUS geographical locality (either within the same or to a different DoD Component).	5. Service agreement required to serve for 12 months from the date of reporting for duty at the new PDS. The agreement concerns eligibility for PCS allowances to the new PDS. There is no other eligibility.
6. Employee initially hired locally by DOD at an OCONUS PDS not serving under a service agreement who is transferred to a new PDS in a different OCONUS geographical locality (either within the same or to a different DoD Component) (par. 5840-C7).	6. Service agreement required to serve for 12 months from the date of reporting for duty at the new PDS or the difference between the tour of duty at the old PDS and the prescribed tour of duty at the new PDS, whichever is greater. The agreement concerns PCS allowances, separation travel, and renewal agreement eligibility.
7. DoD employee at an OCONUS PDS who is serving under a service agreement and is reassigned or transferred to a new PDS at the same geographical locality (either within the same or to a different DoD Component). See par. 5840-C8.	7. The current service agreement (x) continues in effect for all eligibility purposes. However, if less than 12 months of service remain under the current agreement (x) and PCS costs are incurred, a new agreement (y) for 12 months' service is required for PCS allowances to be authorized to the new PDS. A release from the tour of duty requirement for the Gov't's convenience without penalty provisions (par. 5844) applies to any incomplete service under the 12 months agreement (y) when allowing authorization upon completion of tour of duty under the agreement (x) in effect at the time of reassignment/transfer. Unless released from the tour of duty requirement, failure to meet the service conditions in the continued current agreement (x) may result in indebtedness for PCS expense to the new PDS. <u>Example 1</u>. If the employee completes the initial service agreement (x) but fails to complete the 12 months service agreement (y) then they may be indebted for the PCS expense to the new PDS based on failure to complete the 12 month agreement not on failure to complete the initial agreement (x). Employee was under 36 month initial agreement (x) & completes 30 months service prior to another PCS move. New 12 months service agreement (y) is signed to cover PCS costs of this second PCS move. Employee completes 40 months OCONUS federal service & resigns at second PDS. The employee may be indebted for the second PCS move as they served only 10 of the 12 months service agreement (y) but did complete the initial service agreement (x). <u>Example 2</u>. If the employee fails to complete both the initial agreement (x) and the 12 months service agreement (y) then they may be indebted for the second PCS move & return to CONUS if appropriate. Employee was under 24 month initial agreement & completes 13 months service prior to PCS move. New 12 months service agreement (y) is signed to cover PCS

Situation	Agreement
	cost of this second PCS move. Employee completes 20 months OCONUS federal service & resigns at second PDS. The employee may be indebted for the second PCS move as well as return to CONUS if appropriate for failure to complete both service agreements.
8. DoD employee at an OCONUS PDS who completes a prescribed tour of duty, does not perform RAT (par. 5522), and is transferred to a new PDS in the same OCONUS geographical locality within the same DoD Component.	8. Service agreement required to serve for 12 months from the date of reporting for duty at the new PDS. The service agreement concerns PCS allowances only. Authorization under the completed tour of duty agreement remains unchanged.
9. A DoD employee at an OCONUS PDS, who completes a prescribed tour of duty, does not perform RAT (par. 5522), and is transferred to a new PDS in a different OCONUS geographical locality within the same DoD Component.	9. Service agreement required to serve the tour of duty in (a) or (b), whichever is greater: (a) 12 months from the date of reporting for duty at the new PDS or (b) The prescribed initial/renewal tour of duty, as applicable, at the new PDS less the tour of duty served at the old PDS. (If the current tour at the old PDS is the initial tour, the applicable tour is the initial tour at the new PDS. Similarly, if the current tour at the old PDS is the renewal tour, the applicable tour at the new PDS is the renewal tour.) <u>Example 1</u>: An employee completed 18 months of the initial tour at the old PDS. The initial tour at the new PDS is 36 months. An agreement to serve 18 months is required from the date of reporting for duty at the new PDS since the initial tour at the new PDS (36 months) less the tour of duty at the old PDS (18 months) is 18 months. <u>Example 2</u>: An employee completed 18 months of a renewal tour at the old PDS. The renewal tour at the new PDS is 24 months. An agreement to serve 12 months is required at the new PDS since the renewal tour at the new PDS (24 months) less the tour of duty served at the old PDS (18 months) is only 6 months. If the tour of duty at the old PDS exceeds the applicable initial/renewal tour at the new PDS, an agreement is required to serve 12 months from the date of reporting for duty at the new PDS. The agreement concerns PCS allowances, separation travel, and renewal agreement eligibility.
10. A DoD employee at an OCONUS PDS who completes the prescribed tour of duty, performs RAT (Ch 7, Part A10), and returns to the same or a different OCONUS PDS (within the same or to a different DoD Component).	10. Renewal agreement required. The tour of duty under the new agreement must be the tour of duty applicable for the area in which the PDS, upon return, is located. See par. 5840-C1.
11. A DoD employee at an OCONUS PDS serving under a service agreement completes the prescribed tour of duty and is returning to the actual residence in CONUS for separation from Gov't service. NOTE: Separation travel applies when an employee is separating from an OCONUS activity (for instance for the purpose of retiring from Gov't service) and returning to the employee's actual residence or an alternate location. Separation travel also applies when an employee is separating from an OCONUS	11. No service agreement requirement. The employee is authorized separation travel to the actual residence. Separation travel includes (1) transportation for the employee and dependents to the actual residence, (2) per diem for the employee only (3) shipment for the employee's HHG from the OCONUS PDS to the actual residence and SIT (4) drayage for HHG from NTS to the actual residence, (5) return shipment of the employee's POV from the OCONUS PDS to the port/VPC serving the employee's actual residence (6) allowances for POV delivery to the POV port facility/VPC from the old PDS/POV pick up from the POV port facility/VPC to the actual residence if the employee makes a separate trip for that

Situation	Agreement
activity to continue in Gov't service at the location of the employee's actual residence or at a different location. See situation #12.	purpose. See par. 5572.
12. A DoD employee at an OCONUS PDS serving under a service agreement completes the prescribed tour of duty and is returning to CONUS where the employee is employed without a break in service with the same or another DoD Component.	12a. No service agreement requirement if the gaining activity does not authorize PCS allowances. In such case the employee is authorized allowances limited to separation travel allowances to the actual residence. See item 11 above for what is included in separation allowances. 12b. Service agreement required to serve for 12 months in Gov't service from the date of reporting for duty at the new PDS if the gaining activity authorizes PCS allowances. In such case the employee is authorized separation travel allowances and PCS allowances. The separation allowances are described in item 11. The PCS allowances include: (1) transportation (in addition to transportation provided under separation travel) required to move the employee, dependents, HHG and POV to the new PDS, (2) Per diem for the employee and dependents (3) MEA, (4) Real Estate allowances if the employee is eligible, (5) an HHT if authorized by the gaining activity for an eligible employee – see par. 5862) and (6) TQSE if authorized by the gaining activity - see par. 5520.

5830 SERVICE AGREEMENT AUTHORIZATION AND LIMITATIONS DOCUMENTATION

A. Transportation and Storage. A record must be maintained in the employee's official personnel folder of transportation and storage authority, authorizations, and limitations.

B. Record Maintenance. Record maintenance is limited to information and for the time period necessary to meet the requirements and restrictions in this Part. Record material may be removed when it no longer applies.

5832 SERVICE AGREEMENT PREPARATION AND DISPOSITION

A. General

1. To establish an employee's eligibility for certain travel and transportation allowances incident to PDT, statutory authority requires that a service agreement be completed.

2. The provisions of par. 5836 apply when determining the actual residence. Corrections of incorrect actual residence determinations are IAW Service/Agency procedures.

3. The 'duplicate reimbursement disclosure statement' in par. 5820-H must be included with, or as an addendum to, the service agreement.

4. Service agreement forms, DD Form 1617 (Transfer of Civilian Employees OCONUS) and DD Form 1618 (Transfer of Civilian Employees To and Within CONUS), are available through the Washington Headquarters Service DOD Forms Program at: http://www.dtic.mil/whs/directives/.

B. Preparation and Disposition. Preparation and disposition is IAW personnel directives.

C. Service Agreement for OCONUS Employees other than School Teachers. DD Form 1617 (DOD Service Agreement - Transfer of Civilian Employees OCONUS), is used ICW:

1. An employee transferred/assigned to an OCONUS PDS,

2. New appointees appointed to OCONUS positions (see par. 5558-C concerning appointments and assignments to the first PDS),

3. Renewal agreement for round trip travel to take leave between consecutive tours of OCONUS employment, and

4. Return transportation of eligible OCONUS local hires.

D. DOD Service Agreement - Transfer of Professional School Personnel OCONUS (DD Form 1616). This form is

1. Used ICW travel of DODEA teachers, and

2. Available through the Washington Headquarters Service DOD Forms Program at: http://www.dtic.mil/whs/directives/.

E. DOD Service Agreement - Transfer of Civilian Employees to and within CONUS (DD Form 1618). This form is used ICW civilian employee travel when transferred to/within CONUS, including appointees/student trainees eligible for travel to the first CONUS PDS.

CHAPTER 5: PERMANENT DUTY TRAVEL

PART B: EMPLOYEES ONLY

SECTION 11: SERVICE AGREEMENTS

SUBSECTION b: INITIAL AGREEMENTS

5834 INITIAL AGREEMENT NEGOTIATION

Initial agreements must be negotiated with a/an:

1. New appointee to a first PDS;

2. Student trainee, when assigned on completion of college work, to a first PDS;

3. Employee transferred/reassigned from one OCONUS PDS to another OCONUS PDS;

4. New appointee recruited for OCONUS service at a geographical locality other than that in which the actual residence is located;

5. Employee transferred to and within CONUS;

6. Employee transferred to an OCONUS PDS; and

7. Employee recruited OCONUS for assignment to an OCONUS PDS.

5836 OCONUS LOCALLY HIRED EMPLOYEE INITIAL AGREEMENTS

A. General

1. An initial agreement is not an entitlement for a locally hired person.

2. An initial agreement is a recruitment incentive for locally hiring a civilian employee with an actual residence in a CONUS/non-foreign OCONUS area, outside the PDS geographical locality, to accept Federal employment in an OCONUS area.

3. An individual must not automatically be granted an initial agreement because the individual meets eligibility requirements.

B. Local Commander Negotiation Restrictions

1. Foreign Areas. A foreign area local commander may negotiate an initial agreement with a locally hired employee if the conditions in par. 5836-E are met.

2. Non-foreign OCONUS Areas. A non-foreign OCONUS local commander may negotiate an initial agreement with a locally hired person for recruitment purposes if the conditions in par. 5836-E are met, but only if the position is one for which qualified local applicants are not readily available.

C. Eligibility Determination

1. Eligibility for travel and transportation allowances for dependents and/or HHG from the employee's actual residence to the foreign OCONUS PDS and/or return transportation to the actual residence must be determined at the time:

a. Of appointment, or

b. The employee loses eligibility for return travel and transportation allowances.

2. The eligibility decision must be recorded in the initial agreement.

3. See par. 5840-C7 ICW credit for prior service.

4. See par. 5840-C1ICW when a tour of duty begins.

D. Travel and Transportation Authorization

1. An OCONUS locally hired employee who is granted an initial agreement is authorized the same travel and transportation allowances as an employee transferred/appointed from CONUS.

2. Pars. 5590-B3 and 5644-B1prescribe the conditions for authorizing travel and transportation allowances for dependents and HHG from the employee's actual residence to the OCONUS PDS.

3. See par. 5718-1 ICW local hire POV transportation prohibitions and exceptions.

E. Initial Service Agreement Requirements. An initial service agreement may be negotiated with an eligible local hire only if the specific requirements noted below are met.

1. Requirements

a. The commanding officer/designated representative, must determine that another candidate would have to be transferred/appointed from outside the local area to fill the position involved unless an initial agreement is offered to a locally hired candidate; NOTE: A locally hired candidate is not eligible for an initial agreement if the position is one for which out-of-country recruitment normally is not undertaken.

b. At the time of appointment/assignment, or at the time eligibility for return travel is lost, the locally hired candidate must be able to prove actual residence in a CONUS/non-foreign OCONUS area. The residence must be outside the PDS geographical locality.

2. Eligible Locally Hired Employees

a. All Requirements. Requirements 1(a) and 1(b) or 2(a), 2(b) and 2(c) must be met for the following eligible locally hired employees:

(1) Former Military Member. A former military member must be:

(a) Separated/retired locally (within the foreign OCONUS country in which the civilian position is located to which the individual is appointed) while serving in a foreign OCONUS area, and

(b) Appointed to a vacant appropriated-fund civilian position before expiration of that individual's authorization for return travel and transportation to a CONUS/non-foreign OCONUS area accruing from the prior military service.

(2) Employee Operating in U.S. Support. An employee of another Federal department, agency, or instrumentality, Gov't contractor, Red Cross, non-appropriated-fund activity, international organization in which the U.S. participates, and any other activity/agency which the foreign OCONUS area command determines to be operating in support of the U.S. or its personnel in the area, provided the individual was:

(a) Recruited in a CONUS/non-foreign OCONUS area under employment conditions that provided for return travel and transportation allowances,

(b) Committed to a specific vacant position before separation from prior employment, and

(c) Is appointed not later than 1 month after termination of such employment.

b. Requirement 2. Requirement 2 must be met for the following eligible locally hired employees:

(1) Former Employee. A former employee of the same/another Federal department/agency who:

(a) Was separated by reduction in force during the previous 6 months,

(b) Is on a reemployment priority list, and

(c) Has been authorized delay in return travel for the primary purpose of exercising reemployment priority rights;

(2) Dependent of a Member/Employee. An individual, who accompanied/followed a spouse to the foreign OCONUS area and, at the time of hiring, had authorization for return transportation as a dependent of a member of the U.S. Armed Forces or a civilian Gov't employee serving under an initial agreement providing for return travel, if one of the following circumstances occurs:

(a) The spouse dies,

(b) The sponsoring spouse becomes physically or mentally incapable of continued Gov't employment,

(c) Divorce or legal separation, (A legal separation exists at such time as either the employee or the spouse initiates legal action to dissolve the marriage or one separates from bed and board short of applying for a divorce.), or

(d) The spouse permanently departs the post/area.

CHAPTER 5: PERMANENT DUTY TRAVEL

PART B: EMPLOYEES ONLY

SECTION 11: SERVICE AGREEMENTS

SUBSECTION c: RENEWAL AGREEMENT

5838 RENEWAL AGREEMENT NEGOTIATION

A. General. A renewal agreement is negotiated with an employee who has an:

1. Initial agreement when the prescribed tour of duty at an OCONUS PDS is satisfactorily completed, and

2. Actual residence outside the geographical employment locality.

For additional conditions concerning DODEA teachers, see Ch 7, Part A10.

B. Married Employees

1. Except as in par. 5838-C, when a married couple are both Gov't employees in the same OCONUS locality, a renewal agreement is negotiated either with:

a. Each separately (if this option is elected, the other employee may not be treated as a spouse and other dependents may not benefit twice); or

b. One as head of the household and the other treated as a spouse.

2. The couple must elect either par. 5838-B1 or 5838-B1b in a writing signed by both spouses.

3. A copy is filed in each employee's personnel folder.

4. An employee who elects travel and transportation allowances as a spouse under par. 5838-B1b does not forfeit travel and transportation allowances for return of self, dependents, or HHG upon separation accrued under an initial agreement.

5. When spouses have independently earned travel and transportation allowances and elected for one to be treated as a dependent, and the "head of household" spouse ceases to be employed in the Federal Gov't, the still-employed spouse may:

a. Revert to the agreement in force prior to the election, and

b. Negotiate RAT, if otherwise eligible.

6. In computing the time limits for required service, the time runs from the return of that employee from the last renewal agreement trip either under the employee's or the spouse's agreement, whichever is later (54 Comp. Gen. 814 (1975)).

C. Exception

1. General. A renewal agreement must not be negotiated under the circumstances in par. 5950-F or with locally-hired individuals in pars. 5838-C2 and 5838-C3.

2. Locally Hired Married Employee. A renewal agreement must not be negotiated with a locally hired married employee who is in the OCONUS geographical locality because the spouse is in such locality as a/an:

a. Uniformed Services Member,

b. State Department Foreign Service Member ,

c. Private individual,

d. Employee of a private individual, or

e. Non-Federal organization employee.

3. Locally Hired Employee Unmarried and under Age 21. A renewal agreement must not be negotiated with a locally hired employee who is unmarried and under age 21 whose parent is in the OCONUS geographical locality as a/an:

a. Uniformed Services Member,

b. State Department Foreign Service Member,

c. Federal Gov't civilian employee,

d. Private individual,

e. Employee of a private individual, or

f. Non-Federal organization employee.

CHAPTER 5: PERMANENT DUTY TRAVEL

PART B: EMPLOYEES ONLY

SECTION 11: SERVICE AGREEMENTS

SUBSECTION d: TOUR OF DUTY REQUIREMENTS

5840 TOUR OF DUTY REQUIREMENT

A. General. An employee must complete a minimum period of service when transferred to any PDS or when performing RAT.

B. Minimum Periods of Service

1. CONUS Transfer. A tour of duty not less than 12 months following the transfer effective date.

2. OCONUS Transfer. An agreed-upon tour of duty not more than 36 months nor less than 12 months following the effective date of transfer.

3. First PDS Appointment. A tour of duty not less than 12 months following the effective date of transfer ICW appointment/assignment to a first PDS in a CONUS/non-foreign OCONUS area.

4. DoDEA Teachers. A tour of duty not less than one school year, as determined under 20 USC, Chapter 25.

5. RAT. A tour of duty not less than 12 months from the return date to the same/different OCONUS PDS.

C. OCONUS

1. Tour of Duty

a. Tours of duty established by PDUSD (P&R) for DoD civilian employees in OCONUS localities are uniform within each area to the fullest practicable extent.

b. A standard tour of duty is 36 months for an initial agreement, and 24 months under a renewal agreement.

c. Exceptions to the standard tours of duty are in App Q, pars. C and D.

d. App Q, par. D2, provides instructions for requesting a change in a tour of duty length.

e. Initial service agreement and renewal agreement tour lengths are the same for the non-standard tour locations listed in App Q, par. C (e.g., the initial agreement and renewal agreement tour length are both 18 months for Greenland).

2. Administratively Reduced Tours

a. A 24-month tour of duty may be administratively reduced by 2 months for an employee signing a renewal agreement to serve an additional tour of duty at the same/another post.

b. A 36-month tour of duty may be reduced up to 6 months to begin RAT, provided that the renewal agreement is for duty in a 24-month tour of duty area.

c. Except as provided in par. 5840-C4, when an agreed tour of duty of 24 or 36 months is administratively reduced, the tour of duty under a renewal agreement must be increased by the length of the reduction.

Use of these reduced tours of duty is authorized to permit scheduling leave at regular intervals, such as known low intensity periods or during school vacation periods for an employee having dependents attending school OCONUS.

3. Administratively Extended Tours of Duty

a. A 24-or 36-month tour of duty may be extended, allowing an employee to perform RAT after the extended tour.

b. Except as in par. 5840-C4, the length of the renewal tour of duty must be equal to 24 months minus the tour of duty completed under the initial agreement extension, or 12 months, whichever is greater.

c. A DoD Component must not execute an initial agreement extension to negate an employee's authorization for separation travel and transportation allowances.

d. Statutory authority provides separation travel and transportation allowances after the employee has served the minimum period in the initial agreement.

e. The employee and the DoD component authority must sign the initial agreement extension. See B-199643, 30 September 1981.

4. Length of Renewal Tour of Duty for an Employee Subject to the 5-Year OCONUS Limitation

a. When an initial 36-month agreement is reduced (up to 6 months) for an employee subject to the 5-year OCONUS limitation, provided the renewal agreement must prescribe a tour of duty that, when added to the number of months completed under the initial agreement, plus the number of months authorized as leave (incident to the renewal agreement) equals 60 months; and

b. A 36-month tour of duty may be extended, allowing an employee to perform RAT after the extended tour of duty, provided the employee serves at least 12 months after returning to the OCONUS area.

c. The renewal tour of duty must be equal to 60 months (5 years) minus the sum of the:

(1) Tour of duty completed under an initial agreement;

(2) Tour of duty completed under the extension of the initial agreement, and

(3) Time authorized as leave, incident to the renewal agreement; or 12 months, whichever is greater.

5. Employee Released from 5-Year OCONUS Limitation

a. If the 5-year OCONUS limitation is extended so the employee can perform RAT following completion of the initial tour of duty and an initial tour extension (example: 36 month initial tour of duty plus 15 month extension), the length of the renewal tour of duty is determined in par. 5840-C3.

b. The renewal tour of duty must be equal to 24 months minus the time completed under the initial tour extension (example: 15 months), or 12 months, whichever is greater. In the example, the renewal tour would be 12 months, since 24 months minus 15 months is less than the required 12 months.

6. Employee Serves Additional Tour(s) of Duty after the 5-Year OCONUS Limitation

a. The length of renewal tour(s) of duty served after the 5-year limitation is determined in pars. 5840-C2 and 5840-C3, except that a 12 month renewal tour of duty may not be further reduced for an employee signing a renewal agreement to serve an additional tour at the same/another post (37 Comp. Gen. 62 (1957)).

b. DoD component policies on OCONUS extensions beyond 5 years must be applied ICW pars. 5802-C5 and 5840-C6.

7. Credit for Prior Service. The following personnel must serve the employing DoD component for 1 year (1 school year for DoDEA teachers) from the employment date of the service agreement or a time period which, when added to their immediate prior civilian/military service before signing the agreement, totals the prescribed area tour of duty, whichever is greater. See par. 5840-C1 for when tour of duty begins.

a. An employee appointed by transfer from another Gov't agency whose immediate prior service has been in an OCONUS area and who transfer without performing RAT;

b. A military member who separates locally and accept Gov't employment, and with whom an agreement is negotiated;

c. A Gov't contractor employee who separates locally to accept Gov't employment and with whom an agreement is negotiated;

d. A locally hired dependent of a military member/civilian employee with whom an agreement was negotiated;

e. An employee of an international organization in which the U. S. Gov't participates, who is separated OCONUS to accept DoD employment and with whom an agreement is negotiated;

f. A non-appropriated fund employee who separates OCONUS to accept other DoD employment and with whom an agreement is negotiated under the conditions in par. 5836-E2a(2); and

g. An individual reemployed from a priority placement list with whom an agreement is negotiated as in par. 5836-E2b(1).

8. Reassignment/Transfer in Same Geographical Locality

a. PCS Costs Not Incurred

(1) When an employee:

(a) Is reassigned within a DoD component/transferred to another DoD component in the same OCONUS geographical locality, and

(b) Does not complete the tour of duty, and

(c) Incurs no PCS costs,

the tour of duty, specified in the service agreement at the time of reassignment/transfer, continues in effect.

(2) At the end of the tour of duty, the employee is eligible for:

(a) Return travel and transportation allowances for separation, or

(b) Renewal agreement negotiation,

regardless of how long the employee has served the activity to which reassigned/transferred. See par. 5828, situation 7.

b. PCS Costs Incurred

(1) When an employee:

(a) Is reassigned within a DoD component/transferred to another DoD component in the same OCONUS geographical locality, and

(b) Does not complete the tour of duty, and

(c) At the time of reassignment/transfer, has less than 12 months remaining under the existing service agreement after reporting for duty at the new PDS, and

(d) Incurs PCS costs,

a new service agreement for a minimum of 12 months is required for authorization of PCS allowances to the new PDS.

(2) The tour of duty specified in the service agreement at the time of reassignment/transfer remains in effect for return travel and transportation allowances for separation or renewal agreement negotiation.

9. Reassignment to Different OCONUS Geographical Locality

a. With No Service Agreement. An employee:

(1) At an OCONUS PDS without a service agreement,

(2) Who is reassigned within a DoD component/transferred to another DoD component, to a different OCONUS geographical locality

is required to negotiate a service agreement for the full tour of duty prescribed for the new PDS.

b. With a Service Agreement

(1) When an employee:

(a) Is serving under a service agreement at an OCONUS PDS, and

(b) Is reassigned within a DoD component/transferred to another DoD component, in a different OCONUS geographical locality, and

(c) Does not complete the tour of duty,

credit is given for service completed at the old PDS.

(2) A new agreement is required with:

(a) A new 12-month tour of duty, or

(b) The difference between the new PDS tour of duty and the time completed at the old PDS, whichever is greater. See par. 5522.

(3) The new agreement concerns PCS allowances:

(a) To the new PDS, and

(b) Any additional separation travel and transportation allowances from, the new PDS.

(4) The service agreement tour of duty at the time of reassignment/transfer remains in effect for return travel and transportation allowances for separation from the old PDS or for renewal agreement negotiation.

(5) Before performing RAT, a renewal agreement to serve a tour of duty applicable to the new PDS area must be signed.

10. Employee Not Needed for Full Tour of Duty

a. When it is known in advance that an employee is not needed for the full OCONUS tour of duty, employment may be for a lesser period without affecting travel and transportation allowances to the OCONUS PDS, and return, for the purpose of separation (26 Comp. Gen. 488 (1947)).

b. The agreement must prescribe a 12 month tour of duty IAW 5 USC §5722.

c. Employment may be terminated when the employee's services are no longer needed.

11. Effect of Increased/Decreased Tour of Duty

a. Increased Tour of Duty. When an OCONUS area's tour of duty is increased:

(1) The tour of duty specified in a currently assigned employee's service agreement governs, and

(2) The increased tour of duty only affects any employee who executes an agreement after the date the increased tour of duty is approved.

b. Decreased Tour of Duty. If a tour of duty is decreased, the shorter tour of duty applies to any currently assigned employee whose service agreement provide for a longer tour of duty.

c. Modified Tour of Duty Type. If an employee executing an unaccompanied tour requests approval from the appropriate authority to change the tour of duty type to an accompanied tour, the tour of duty must be equal to the accompanied tour for that location, minus the tour of duty completed/served under the initial (unaccompanied) agreement, or 12 months, whichever is greater. These changes are ordinarily to permit dependents to travel to the OCONUS PDS and for HHG to be transported there.

d. Unaccompanied to Accompanied Example. Location B tour lengths are 24-month accompanied, 12-months unaccompanied. If the employee requests to change the tour of duty type from unaccompanied to accompanied after serving 11-months; they must serve an additional 13-months of service to complete the tour of duty. (Modified tour of 24-months minus 11-months served, equals 13-months, exceeding the 12-month minimum.)

5842 STARTING TOUR OF DUTY

A. Transfer to and within CONUS. A tour of duty ICW transfers to/between CONUS PDSs begins on the date the employee reports for duty at the new PDS.

B. Appointment to First PDS. A tour of duty ICW a first PDS appointment in the U.S., begins on the date the appointee reports for duty at the PDS.

C. OCONUS Agreements

1. Initial Agreements

a. Individuals Recruited Outside the Geographical Locality of the OCONUS Activity. The tour of duty

begins on the date the individual reports at the OCONUS activity.

b. Individuals Recruited Locally. The tour of duty begins on the date the individual begins duty.

c. Locally Hired Married Individuals in the Circumstances Described in Par. 5836-E2b(2). The tour of duty begins on the date the individual executes an agreement.

2. Renewal Agreement. The tour of duty, under a renewal agreement, begins on the date the employee reports for duty at the OCONUS PDS following completion of RAT unless that travel is delayed and authorized/approved to be performed within a tour of duty. See par. 5950-F.

5844 ACCEPTABLE REASONS FOR RELEASE FROM A TOUR OF DUTY

A. General. An employee, serving under a service agreement at any PDS, may be released from the tour of duty requirement specified in the agreement for reasons beyond the employee's control that are acceptable to the DoD component. Except as provided in par. 5844-C, the commanding officer/designee at the employee's assigned activity must make the determination of acceptability.

B. Acceptable Reasons for Release from Tour of Duty Requirements

1. General. Examples of acceptable reasons for release from tour of duty requirements include:

a. Illness not induced by misconduct;

b. Enlistment/call to active duty in the Armed Forces;

c. Exercise of statutory re-employment rights within a time limitation that precludes completion of a tour of duty;

d. Release for the Gov't's convenience (e.g., separation because of physical/mental disqualification, lack of skill to perform duties for which recruited or any other duties to which the employee could be assigned); NOTE: An employee separated because of illness induced by misconduct or because of misconduct is not separated for the Gov't's convenience.

e. Separation as a result of reduction in force;

f. See par. 5840-C10 when employee's services not required for entire tour of duty period.

2. OCONUS. In addition to the examples listed in par. 5844-B1, the following are acceptable reasons for an OCONUS employee:

a. The employee's immediate presence is required in the geographical locality in which the actual residence is located because of an unforeseen emergency;

b. Completion of the agreed tour of duty would result in extreme personal hardship because of circumstances beyond the employee's control, such as conditions seriously affecting the health, welfare, and safety of the employee, serious illness/death in the immediate family, imminent breakup of the family group. NOTE: Falsification of facts ICW employment is not a reason beyond the employee's control.; or

c. There are significant changes in the employee's employment situation or loss of economic benefits such as a significant salary loss resulting from a downgrading of the grade level the employee accepted upon assignment, or a significant loss in OCONUS quarter allowance payments resulting from a downgrade as distinguished from a reduction in Qtrs allowance payment which may be reduced for other reasons.

C. Transfer to Other Departments/Agencies

1. Except as indicated in par. 5502-C, an employee, serving under a service agreement who transfers to another DoD component/Gov't agency, must be released from the tour of duty requirement specified in the employee's current agreement.

2. If the transfer involves PCS allowances to a new PDS, the gaining activity is responsible for all PCS costs.

3. The employee must continue in Gov't service for at least 12 months after the employee reported at the PDS from which departing to satisfy the obligation for costs incurred by the losing activity in moving the employee to that PDS.

D. Verification. The nature and extent of the "unforeseen emergency" or "extreme personal hardship" must be established to the determining official's satisfaction. Verification must be received from a reliable and trustworthy source such as private, state, or local welfare agencies; an attending physician; or a local cleric.

CHAPTER 5: PERMANENT DUTY TRAVEL

PART B: 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-C 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 §302-2.15)

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 Officer

1. 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 DoD FMR 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

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)	+$ 16.00
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	+$ 8.00
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

Explanation: 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	+$ 1,000.00
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
ansportation, 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	+$ 12.00
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	+$ 180.00
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.

CHAPTER 5: PERMANENT DUTY TRAVEL

PART B: EMPLOYEES ONLY

SECTION 12: HHT

5860 GENERAL (FTR §302–5.1)

A HHT:

1. Is discretionary. The AO, not the employee, determines if a HHT is necessary.

2. May only be authorized on a case-by-case basis, when an employee has accepted a permanent transfer, and the circumstances indicate the need.

3. May not be authorized to assist an employee in deciding whether or not to accept a transfer.

4. May be authorized only for an employee and/or spouse.

5. May be performed separately by an employee/spouse to the new PDS at Gov't expense NTE the cost that would have been incurred on one round trip when the employee's travel order is issued IAW Agency/Service regulations.

6. Is not authorized for a domestic partner, as a domestic partner is not a spouse (1 USC §7).

7. May be authorized for an attendant/escort when Ch 7, Part D or App E, par. A2l apply (59 Comp. Gen. 461 (1980)).

If the HHT is allowed, it should lower the Gov't's relocation costs by reducing the time in temporary lodging.

5862 ELIGIBLE EMPLOYEE (FTR §302–5.3)

An employee may be authorized a HHT when:

1. A PCS is authorized;

2. Both the old and new PDSs are located within CONUS and/or a non-foreign OCONUS area (e.g., one PDS could be in NE and the other in Guam);

3. Gov't/other prearranged housing is not going to be assigned at the new PDS; and,

4. The old and new PDSs are 75 or more miles apart via a usually traveled surface route. The official source to determine the measured map distance between the old and new PDSs is DTOD (par. 2650).

5864 INDIVIDUALS NOT ELIGIBLE FOR A HHT (FTR §302–5.4)

A HHT may not be provided for a/an:

1. New appointee/new appointee's spouse if par. 5558 applies; or

2. Employee authorized dependent and/or HHG transportation to/from a training location to which transportation is authorized under par. 4955 instead of per diem/AEA while at the training location; or

3. Employee's children, GSBCA 16907-RELO, 14 August 2006.

5866 SEPARATE TRIPS BY EMPLOYEE AND SPOUSE (FTR §302–5.9)

A. General. Separate HHT round trips by the employee and spouse are allowed; however, the Gov't's overall cost is limited to the cost of one round trip for the employee and spouse traveling together.

B. Cost Comparison. The Gov't's overall cost for comparison and computation purposes includes per diem, transportation costs, and reimbursable expenses (App G).

C. Duration

1. The HHT trip duration including travel time is limited to 10 days.

2. Separate spouse HHT does not increase the 10-day limitation regardless of the circumstances (par. 5878).

D. AEA. AEA is not authorized for HHT (par. 5884-B).

E. Lump Sum Payment. HHT (lump sum) cost comparison, computations or lodging receipts are not required for separately performed HHT trips by the employee and spouse (par. 5884-B). HHT(lump sum) is irrevocable once the employee signs a service agreement.

F. Example. If the Gov't's overall round trip cost of one HHT for the employee and spouse between the old/new PDSs is $800; and the employee/spouse each performed a separate round trip HHT for a combined total of $1,200 – the Gov't's overall reimbursement for both HHT trips is limited to $800. The excess HHT trip cost of $400 is the employee's personal financial responsibility

5868 WHEN A HHT MAY BEGIN (FTR §302–5.10)

A HHT may begin after the:

1. Employee signs a service agreement;

2. DoD Component establishes, and informs the employee of, the reporting date to the new PDS, and

3. After the travel order has been issued (CBCA 3612-RELO, 13 March 2014).

5870 WHEN A HHT MUST BE COMPLETED (FTR §302-5.12)

Round trip house hunting travel must be completed by the:

1. Employee one day before the employee reports to the new PDS, and

2. Spouse:

   a. One day before the family begins relocation to the new PDS, or

   b. The expiration of the maximum time for completing allowable travel and transportation (see par. 5518).

5872 HHT AUTHORIZATION (FTR §302–5.5)

A. General. After considering par. 5874-A, an AO/AO designee may authorize a HHT.

B. Determination. The AO/AO's designee must determine:

1. If a HHT is necessary;

2. Whether subsistence reimbursement is per diem under the Lodging Plus method (par. 5884-B1) or a lump

sum (par. 5884-B2);

3. The appropriate HHT duration (NTE the maximum IAW par. 5878);

4. The authorized transportation mode(s) for:

   a. The HHT to/from the new PDS location; and

   b. Local travel while house-hunting at the new PDS location.

5874 CONSIDERATIONS

A. General

1. The HHT must be minimized/avoided when other satisfactory and more economical alternatives are available.

2. An AO/AO designee must consider pars. 5874-B through 5874-F before authorizing a HHT.

B. Arranging a Permanent Residence before a Move. If the employee has a large family and must promptly vacate the residence at the old PDS, it might be less costly to the Gov't, as well as more convenient to the employee, to complete arrangements for a new residence before the move actually takes place.

C. Arranging a Permanent Residence while in Temporary Lodging. If the employee has no family or a small family, it might be less costly to allow the employee (and family) to remain in temporary lodging at the new PDS for a somewhat longer period than might otherwise be required, subject to limitations, until the employee finds a permanent residence.

D. Avoiding an Advance Trip. If TQSE is authorized, a HHT may possibly be avoided. It might be more advantageous to the Gov't and the employee for the employee's dependents to remain at the former residence while the employee occupies temporary lodging at the new PDS. During that time the employee can select a permanent residence after becoming familiar with the new PDS area.

E. TDY at the New PDS. When an employee is TDY at what is already known to become a new PDS - before the permanent transfer is effective - a HHT should not be necessary.

F. Housing Information Assistance. It might be possible for the DoD Component to avoid/shorten the HHT duration by providing assistance and information to an employee concerning housing conditions and markets at the new PDS location.

5878 TRIP DURATION (FTR §302–5.11-12)

A. General. A HHT should be for a reasonable time period considering the:

1. Distance between the old and new PDSs,

2. Transportation mode, and

3. Housing situation at the new PDS.

B. Time Limitation. A funded HHT, including travel time, is NTE 10 calendar days.

5880 TRANSPORTATION TO AND/OR FROM A NEW PDS LOCALITY (FTR §302–5.14)

Effective date of transfer of 1 August 2011 or later.

1. When authorizing/approving a transportation mode, the objective is to minimize en route time and maximize new PDS time.

2. When the new PDS is less than 250 miles, POC transportation is to the Gov't's advantage. However, a traveler cannot be required to use a POC so the AO may authorize another transportation mode.

3. When the distance to the new PDS is 250 or more miles, common carrier is to the Gov't's advantage. The AO may authorize/approve POC to the Gov't's advantage when, and only when, a written cost comparison demonstrates POC is cost effective.

4. If POC transportation is to the Gov't's advantage, the MALT rate in par. 2605 applies.

5. If the employee travels by other than the authorized transportation mode, reimbursement is for the lesser of the actual transportation expenses or the authorized transportation cost.

6. The employee is authorized transportation expenses (including transportation between carrier terminals).

5882 LOCAL TRANSPORTATION

A. General Expenses. Reasonable expenses for local transportation at the new PDS are allowed.

B. Local Transportation

1. Local transportation by common carrier, other public transit systems, DTMO negotiated car rental agreement (par. 3330 regarding mandatory TMC use), commercially rented automobile, or a POC at the MALT rate in par. 2605 may be authorized.

2. The local transportation mode must be consistent with the transportation mode authorized for travel to/from the PDS (e.g., a rental car should not be authorized if POC transportation to the new PDS is authorized).

C. Special Conveyance (Taxi/Cab) Use. Special conveyance reimbursement is limited to transportation between carrier terminals and the places of lodging.

5884 SUBSISTENCE

A. General

1. HHT subsistence expenses are ordinarily reimbursed under the Lodging Plus method as in par. 5884-B1.

2. A DoD Component may offer to pay a lump sum for subsistence expenses. See par. 5884-B2 and FTR, §302-5.104. The following are factors in determining whether or not to offer lump sum reimbursement:

a. Administration Ease. Per diem payment under par. 5884-B1 (Lodging Plus method) requires submission of a travel claim for lodging expense amount validity review, accuracy, and reasonableness. A lump sum paid under par. 5884-B2 is easier to administer because an expense review is not required.

b. Cost Considerations. Evaluate the cost of each subsistence reimbursement option on a case by case basis. A single generic decision for all PCS moves is not authorized.

c. Employee Treatment. When the lump sum reimbursement method is offered to the employee, the employee may choose between the Lodging Plus method or the lump sum method for the HHT subsistence expense reimbursement. The Agency should consider employee morale and productivity as well as direct

costs in determining which method to offer.

B. Methods. Calculate an employee's subsistence allowance IAW par. 5884-B1 or 5884-B2.

Effective date of transfer of 1 August 2011 or later.
1. Lodging Plus Computation Method. The standard CONUS per diem rate applies, using the computation in pars. 4130 and 5592, for one round trip of the employee and/or spouse for up to 10 calendar days between the old and new PDS.

2. Lump Sum. The amount calculated below., as applicable:

a. The employee and spouse both travel (together or separately), multiply the applicable locality per diem rate by 6.25, or

b. If only one person (the employee or the spouse) travels, multiply the applicable locality per diem rate by 5.

3. AEA. AEA in Ch 4, Part C, may not be authorized/approved for a HHT.

4. Lump Sum Payment

a. The lump sum determined in par. 5884-B2a or 5884-B2b applies for the entire trip without regard to the number of days authorized for the HHT.

b. Any balance from the determined lump sum not used by the employee for expenses:

(1) Belongs to the employee,

(2) Is not subject to collection, and

(3) May be taxable (FTR §302-5.18).

C. Subsistence Calculation Examples. The per diem rates used in the examples below are for illustrative purposes only and may not reflect current rates. See par. 2025 for the current Standard CONUS per diem rate.

1. General. An employee and spouse are authorized a 10 day HHT to Arlington, VA. For the examples below the following information is applicable:

a. Per diem for Arlington, VA, at the time of travel is $201 ($150/$51).

b. The single occupancy lodging cost is $130.

c. The DoD Component offers a HHT and the option of either the Lodging Plus (par. 5884-B1) or the lump sum option (par. 5884-B2).

d. When the employee elects per diem under the Lodging Plus computation method for a HHT, and the spouse accompanies the employee, the employee's computation for the lodging rate is computed at the single room rate.

2. Example 1. The traveler is authorized a 10 day HHT with per diem computed under the Lodging Plus computation method. The standard CONUS per diem rate applies. See par. 5884-B1. The traveler and spouse travel together. The traveler must provide lodging receipts.

Employee's Per Diem		
Travel day to Arlington:	75% x $51 = $38.25 + $70 (single lodging cost) =	$ 108.25
8 days in the Arlington Area:	$70 (lodging) + $51 (M&IE) = $121/day x 8 days =	$968.00
Travel day back to the PDS:	75% x $51 =	+ $ 38.25
Total Per Diem for Employee		$1,114.50
Spouse's Per Diem		
Using par. 5592-B, the maximum amount allowable is 75% of the per diem rate to which the employee is authorized under par. 4130.		
Total Per Diem for Spouse	75% x $1,114.50 (employee's per diem) =	$835.87
		Total Per Diem Payment
Employee's per diem		$1114.50
Spouse's per diem		+ $835.87
Total Per Diem for Employee and Spouse		$1,950.37

3. Example 2. The employee is authorized a lump sum HHT. See par. 5884-B2a. No lodging receipt is required.

Total Lump Sum Subsistence for the Employee and Spouse	$201 (locality rate) x 6.25 (lump sum rate for employee and spouse) =	$1,256.25

4. Example 3. The employee reports to the new PDS without performing a HHT. The spouse performs a HHT alone.

Situation A:		
The employee elects the 10-day HHT with per diem computed under the Lodging Plus computation method (par. 5884-B1). Using par. 5592-C, the employee is authorized per diem for the spouse up to the Standard CONUS per diem rate. The employee must provide lodging receipts. NOTE: If the spouse lodges with the employee at the new PDS location, there is no lodging reimbursement unless there is an additional charge for the spouse.		
Travel day to Arlington:	$91 (lodging) + $38.25 (75% x $51) =	$ 129.25
8 days in the Arlington area:	$91 + $51 = $142/day x 8 days =	$1136.00
Travel day back to the PDS:	75% x $51=	+ $ 38.25
Total Per Diem for Spouse		$1,303.50
Situation B:		
The employee elects the lump sum HHT (par. 5884-B2b) for the spouse. No lodging receipts are required.		
Total Lump Sum Subsistence for the Spouse	$201 x 5 (lump sum for one person)=	$1,005.00

5. Example 4. The employee is authorized a 10-day HHT with per diem computed under the Lodging Plus computation method. See par. 5884-B1. The employee and the spouse perform separate HHTs. The employee must provide lodging receipts.

Employee's Per Diem		
Travel day to Arlington:	$130 (single lodging cost) + 75% x $51 = $38.25 =	$ 168.25
5 days in the Arlington Area:	$130 (lodging) + $51 (M&IE) = $181/day x 5 days =	$ 905.00
Travel day back to the PDS:	75% x $51 =	+ $ 38.25
Total Per Diem for Employee		$1,111.50
Spouse's Per Diem		
Using par. 5592-H, the maximum amount allowable is 100% of the per diem rate to which the employee is authorized under par. 4130.		
Travel day to Arlington:	$130 (single lodging cost) + 75% x $51 = $38.25 =	$ 168.25
4 days in the Arlington Area:	$130 (lodging) + $51 (M&IE) = $181/day x 4 days =	$ 724.00
Travel day back to the PDS:	75% x $51 =	+ $ 38.25
Total Per Diem for Spouse		$ 930.50
Total Per Diem Payment		
Employee's Per Diem		$1,111.50
Spouse's per diem		+ $ 930.50
Total Per Diem for Employee and Spouse		$2,042.00

D. Round-trip House Hunting Travel

1. Spouse Travels Independently. When an employee's spouse travels independently to house-hunt, the per diem rate for the spouse is computed the same as the employee's using par. 4130.

2. Employee and Spouse Travel Together. When the employee and spouse travel together to house-hunt, the per diem rate for the spouse is 75% of the employee's per diem rate computed using par. 4130.

3. Limitations. A comparison must be made to ensure that the cost of separate HHT trips does not exceed the cost of a single HHT trip made together by the employee and spouse.

5886 EXPENSE DOCUMENTATION

A. Transportation. To receive reimbursement for HHT transportation expenses, an employee must itemize the transportation expenses and have appropriate receipts. See par. 2710 and DoD FMR 7000.14-R, Volume 9.

B. Subsistence Expenses

1. Lodging Plus Method. An employee paid per diem under par. 5884-B1, using the Lodging Plus method must itemize lodging expenses and have lodging receipts. See par. 2710 and DoD FMR 7000.14-R, Volume 9.

2. Lump Sum. An employee, paid for a HHT using the lump sum computation under par. 5884-B2, does not require itemization or receipts for payment.

5888 STATUS WHILE ON HHT

An employee is in a travel status (App A) while performing house hunting travel during the authorized absence period.

5890 NO RETURN TO OLD PDS

1. A HHT consists of travel to the new PDS vicinity to locate permanent housing and return to the old PDS before performing en route PCS travel to the new PDS.

2. If a HHT is authorized under the Lodging Plus method, and the employee reports for duty at the new PDS instead of returning to the old PDS, TQSE, if authorized, is payable in lieu of house hunting subsistence for the days spent seeking permanent housing up to the day before reporting for duty at the new PDS, NTE the number of days authorized for the HHT.

3. The one way transportation is PCS travel (GSBCA 16339-RELO, 18 February 2004).

4. Under the circumstances in par. 5890 an employee is not in a duty status while house-hunting.

5. See DoDI 1400.25, Vol. 630, Para 6.d.(3) about granting an excused absence for PCS purposes.

5892 HHT ADVANCE (FTR §302–5.16)

1. A HHT expenses advance may be paid if a HHT under the Lodging Plus method is offered and elected.

2. The advance is NTE the sum of the anticipated transportation costs and the maximum per diem allowable under the Lodging Plus method in par. 5884-B1 for the HHT location and duration.

3. If a lump sum HHT is offered and elected, the anticipated transportation costs may be advanced.

4. The lump sum per diem payment under par. 5884-B2 is a payment, not an advance.

5894 HHT ICW TQSE

A. TQSE(AE). If an employee is paid/reimbursed for HHT days, and authorized TQSE(AE) is subsequently claimed for more than 30 days, the actual number of HHT days (NTE 10) paid/reimbursed (on either a Lodging Plus or lump sum basis) are deducted from the first authorized 30 day TQSE(AE) period. See par. 5810.

B. HHT Deductions. For a reimbursed:

1. 5 day HHT, deduct 5 days from the first authorized TQSE(AE) 30 day period,

2. 6 day HHT, deduct 6 days from the first authorized TQSE(AE) 30 day period, or

3. 10 day HHT, deduct 10 days (or the actual number of days used, whichever is less) from the first authorized TQSE(AE) 30 day period.

C. TQSE(LS). The number of days paid/reimbursed for a HHT are not deducted from TQSE(LS) IAW par. 5796.

CHAPTER 5: PERMANENT DUTY TRAVEL

PART B: EMPLOYEES ONLY

SECTION 13: TEMPORARY ASSIGNMENTS THAT ALLOW LIMITED PCS ALLOWANCES INSTEAD OF TDY ALLOWANCES

SUBSECTION a: TEMPORARY CHANGE OF STATION (TCS)

5896 GENERAL (FTR §302-3.404, FTR §302-3.500, and FTR §302-3.502)

A. TCS Authorization. An AO may authorize a TCS with limited PCS allowances, instead of TDY allowances, for an employee scheduled for long-term TDY (between 6 and 30 months) (FTR §302-3.406).

B. Official Duty Station. The TCS location is the employee's temporary official duty station (FTR §302-3.411).

C. Service Agreement (FTR §302-3.410). A service agreement is not required for a TCS move.

5898 ELIGIBILITY (FTR §302-3.402)

A. Assignment. A TCS assignment may be considered only if:

1. The employee is directed to perform a long-term TDY at another duty station outside the local area as described in par. 2800-B;

2. The assignment is not less than 6 months or more than 30 months;

3. TDY travel and per diem otherwise are payable; and

4. The AO determines TCS is more advantageous than TDY IAW par. 5900.

B. Employees Ineligible for a TCS (FTR §302-3.403). A TCS assignment may not be considered for a/an:

1. New appointee;

2. Individual employed intermittently in the Gov't service as a consultant/expert and paid on a daily 'when actually employed' basis;

3. Individual serving without pay or at $1 a year;

4. Employee assigned under the Gov't Employees Training Act (5 USC §4109) (par. 4955); or

5. Employee assigned to/from a State or local Gov't under the Inter-Governmental Personnel Act (see 5 USC §3372 and par. 5907.

5900 CONDITIONS

A. Component Cost Considerations (FTR §302-3.401). Consider a TCS when a cost comparison indicates TCS is to the Gov't's advantage when comparing:

1. Long-term TDY (per diem/AEA for the entire period of the assignment), and,

2. TCS (substantial relocation allowance payments at the beginning and end of the assignment, and less substantial payments for extended storage and property management services, when authorized).

B. Employee Tax Consideration (FTR §302-3.502)

1. An employee who performs TDY exceeding 1 year at a single location is subject to income tax on travel reimbursements. A traveler should contact state and local authorities concerning potential income tax.

2. An employee who performs a TCS is subject to income tax on some, but not all, of the TCS reimbursements, and receives a RIT allowance.

3. TCS should be considered if a long-term TDY results in a non-reimbursable income tax liability on an employee.

C. Employee Concerns. Consider the possible negative effect of a long-term absence from the PDS and immediate family on the employee's morale and job performance, and other employee pays such as locality pay and non-foreign cost of living allowances.

D. Equity Concerns. Consider the financial inequity that results when a long-term TDY employee lives in a manner similar to a permanently assigned employee while receiving TDY allowances.

E. Assignment Length

1. Assignment less than 6 Months (FTR §302-3.407). A TCS may be authorized only when expected to last 6 months or more. If the assignment is cut short for reasons other than separation from Gov't service, TCS expenses are paid.

2. Assignment more than 30 Months (FTR §302-3.408). If the assignment exceeds 30 months, the employee:

(a) Must be permanently assigned to the temporary official station or returned to the previous official station;

(b) May not be paid for extended storage or property management services incurred after the last day of the thirtieth month; and

(c) Must be paid for the expenses of returning the employee, immediate family, and HHG to the previous official station unless the employee is permanently assigned to the temporary official station.

F. Distance Requirement (FTR §302-3.409). No minimum distance between a PDS and TCS location is required to qualify for a TCS.

5902 TCS ALLOWANCES (FTR §302-3.412, and §302-3.413)

A. Basic Allowances

1. Authorized Allowances. An employee is authorized:

a. MALT, if a POC is used;

b. Employee's travel and transportation expenses (par. 5534-C1b for per diem);

c. Transportation and dependent per diem (Ch 5, Part B3);

d. HHG transportation and SIT (Ch 5, Part B5);

e. MEA (Ch 5, Part B10);

f. Mobile home transportation instead of HHG transportation (Ch 5, Part B7);

g. POV(s) transportation (Ch 5, Part B6);

h. RIT allowance (Ch 5, Part B16); and

i. Storage of POV ICW support of Contingency Operations only (par. 5742).

2. Allowances Not Authorized. An employee is not authorized:

a. TDY travel allowances (including per diem),

b. TDY transportation allowances,

c. AEA (Ch 4, Part C),

d. Non-emergency storage of a POV.

B. Discretionary Allowances. The employee may be authorized:

1. A HHT (Ch 5, Part B12);

2. TQSE, while occupying temporary lodging (Ch 5, Part B9);

3. NTS of HHG when necessary during the assignment (FTR §302-3.414, §302-3.415, §302-3.416, and §302-3.417) (Ch 5, Part B5d).

a. HHG may be in NTS for the TCS duration.

b. The TO determines the NTS location.

c. The total weight of HHG stored plus the weight of HHG transported is NTE 18,000 lbs. The employee is personally financially responsible for all excess costs if the total weight of stored and transported HHG exceeds 18,000 lbs.; and

4. Property Management (PM) Service at the Employee's Old PDS Residence, for the TCS Duration

a. See Ch 5, Part B15b.

b. See FTR §302-3.418, §302-3.419, and §302-3.420.

c. PM services may be authorized only for a residence at the employee's PDS in CONUS/non-foreign OCONUS area from which the employee was assigned to the TCS location (GSBCA 16138-RELO, 30 September 2003).

C. Allowances upon Assignment Completion. The employee is authorized all of the allowances in pars. 5902-A and 5904-B, except property management services (par. 5904-B6) and a HHT (par. 5904-C1) when returning to the original PDS (FTR §302-3.422).

D. TCS Allowances vs. Per Diem (FTR §302-3.422). If a TCS is authorized, an employee may not elect payment of per diem expenses instead of a TCS.

5904 THE TEMPORARY OFFICIAL STATION BECOMES THE PDS (FTR §302-3.426, §302-3.427, §302-3.428, and §302-3.429)

A. Allowance Duration. TCS allowances (par. 5902) stop on the day the temporary official station becomes the PDS.

B. Payable Allowances. The following allowances are payable when the temporary official station becomes the PDS:

1. Travel, including per diem for the employee (par. 4130-B), and dependent(s) (Ch 5, Part B3) who relocated to the temporary official station for one round-trip between the temporary official station and old PDS;

2. Transportation and per diem (Ch 5, Part B3) for one-way travel from the old PDS for those dependents not previously relocated to the temporary official station;

3. TQSE while occupying temporary lodging (Ch 5, Part B9) may be authorized but is not mandatory in extraordinary circumstances;

4. Real estate expenses (Ch 5, Part B14);

5. Residence-related relocation service expenses may be authorized but is not mandatory (Ch 5, Part B15);

6. Property management expenses may be authorized but is not mandatory (Ch 5, Part B15b);

7. Transportation of HHG not previously transported to the temporary official station (NTE 18,000 lbs.);

8. Transportation of POVs not previously transported, if authorized, in Ch 5, Part B6 (for a CONUS to CONUS TCS being converted to a PCS); and

9. Short distance HHG move (NTE 18,000 lbs.) if the residence at the new PDS changes.

C. Expenses Not Payable. Expenses not payable when permanently assigned to the temporary official station:

1. A HHT to the temporary official station,

2. Residence transaction expenses for selling a residence or breaking a lease at the temporary official station, and

3. Per diem.

5906 SEPARATION FROM GOV'T SERVICE (FTR §302-3.423, §302-3.424, and §302-3.425)

A. After TCS Completion

1. An employee who separates (retires/resigns) from Gov't service after TCS completion is authorized the same PCS expenses that are payable had the employee not separated from Gov't service.

2. If the employee returns to other than the PDS or remains at the TCS location, PCS allowances, on a constructed basis, are allowed NTE the amount that would have been paid incident to return to the PDS.

B. Before TCS Completion

1. An employee who separates from Gov't service prior to TCS completion, for reasons beyond the employee's control and acceptable to the agency, is authorized the same PCS expenses (par. 5900-E1) that are payable had the employee not separated.

2. Otherwise, payments are limited to what would have been payable had the TCS been performed as TDY.

CHAPTER 5: PERMANENT DUTY TRAVEL

PART B: EMPLOYEES ONLY

SECTION 13: TEMPORARY ASSIGNMENTS THAT ALLOW LIMITED PCS ALLOWANCES INSTEAD OF TDY ALLOWANCES

SUBSECTION b: INTER-GOVERNMENTAL PERSONNEL ACT (IPA) MOBILITY PROGRAM

5907 IPA MOBILITY PROGRAM

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 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 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, transportation, and per diem for the employee (taxable for an indeterminate period or a period of more than one year) IAW Ch 4, Part B, or

2. Relocation Allowances(IAW Ch 5) limited to:

   a. Employee and dependent(s) travel and transportation expenses to and from the assignment location;

   b. Transportation and SIT expenses of the employee's HHG and personal effects;

   c. TQSE when the assignment starts and when it is completed;

   d. An MEA; and

   e. Employee expenses for NTS of 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,

2. Intermittent, part time, or full time,

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. Employee and dependent travel, transportation and related allowances under the IPA Mobility Program must be IAW 5 CFR, Part 334.

CHAPTER 5: PERMANENT DUTY TRAVEL

PART B: EMPLOYEES ONLY

SECTION 14: REAL ESTATE ALLOWANCES

SUBSECTION a: GENERAL

5908 GENERAL

A. Conditions

1. Eligibility. An eligible employee is authorized reimbursement for certain expenses incurred ICW the:

a. Sale of a residence,

b. Settlement of an unexpired lease involving:

(1) The residence, or

(2) A lot on which a mobile home used as a residence was located at the old PDS; and/or

c. Purchase (including construction) of a residence at the new PDS;

after the employee has signed the required service agreement, and met the requirements in par. 5908-B.

2. PM Services Selected and Subsequent Residence Sale

a. An employee, who elects PM services after the DoD Component offers them, may later elect to sell the residence per par. 5934-D1 within the applicable time limitation and par. 5928-E provisions.

b. The reimbursement, including the amount previously paid for PM services, may not exceed the reimbursement limitations in par. 5912-B.

c. This authority does not extend to an employee enrolled in the Home Sale Program.

B. Requirements ICW Reimbursement. The following requirements must be met before expense reimbursement is authorized:

1. PCS Authorized/Approved. A PCS is authorized/approved and, except as in par. 5908-D, the old and new PDSs are located in CONUS/non-foreign OCONUS areas;

2. Actual Residence. The dwelling at the old PDS is the employee's actual residence when informed that transfer to a new PDS was definite;

3. Time Limitation. The settlement dates for residential sale (or lease termination) and purchase are within the time limitation in par. 5908-C. See par. 5518 to authorize an extension on the time limitation for residence transactions.);

4. Residence Location. The residence:

a. Is the place from which the employee regularly commutes to and from work on a daily basis (weekend travel does not qualify).

b. May be a mobile home and/or the lot on which that mobile home is located or is to be located.

c. Must be located in a CONUS/non-foreign OCONUS area.

d. Includes the dwelling in which the employee's dependent(s) reside or will reside if the PDS is in a remote area where adequate family housing is not available within reasonable commuting distance. The residence must reasonably relate to the PDS as determined by the AO.

C. Time Limit for Residence/Lease Termination Transactions

1. Settlement for the sale, purchase, or lease termination transactions should be not later than 1 year after the employee's transfer effective date (see App A).

2. For an employee eligible under par. 5908-D, the new PDS is the PDS to which the employee reports for duty when reassigned/transferred from a foreign area.

3. The 1-year period begins on the employee's transfer effective date and ends on the first anniversary of that date. For example: If an employee's transfer effective date was 20 October 2011, settlement must occur no later than 20 October 2012.)

4. The 1-year period may be extended for up to an additional year by the funding activity's commanding officer/designee. See par. 5908-C10 for extension limits.

5. The employee should submit a written time extension request to the appropriate authority within the initial 1-year period.

6. Action on a request, submitted more than 30 calendar days after the initial 1-year expiration date, is at the option of the commanding officer of the activity bearing the cost.

7. An extension may be granted only if extenuating circumstances prevented the employee from completing the sale, purchase and/or lease termination transactions within the initial 1-year period and that the delayed transactions are reasonably related to the PCS. (CBCA 2092-RELO, 13 October 2010)

8. Costs for transactions completed after the 2-year period may not be reimbursed. (CBCA 2793-RELO, 23 August 2012; B-191018, 26 December 1978).

9. The 1-year extension is effective for an employee whose transfer effective date (App A) is on or after 1 August 2011.

10. There is no authority to waive the 2-year time limitation under any circumstances. The time limitation is imposed in FTR §302-2.8 and 302-2.11 which have the force and effect of law. See CBCA 985-RELO, 21 May 2008; B-245281, 20 February 1992; GSBCA 16889-RELO, and GSBCA 16790-RELO.

D. Transfer from a Foreign PDS to a CONUS/Non-foreign OCONUS PDS

1. Definitions. The following definitions apply for the purposes of par. 5908-D:

a. Former CONUS/Non-foreign OCONUS PDS. The PDS, not in a foreign area, from which the employee was transferred when assigned to a foreign area PDS.

b. Foreign Area. App A.

2. Applicability

a. An employee who has completed an agreed upon tour of duty at a foreign PDS and is reassigned/ transferred to a different CONUS/non-foreign OCONUS PDS (other than the one from which transferred when assigned to the foreign PDS) is authorized reimbursement under this Part.

b. The distance between the residence and the old and new CONUS/non-foreign OCONUS PDSs must meet the criteria in par. 5566-C for a short distance transfer.

3. Ineligible Employee. An employee who was not initially an employee who after signing a service agreement ICW a transfer from a PDS in CONUS/non-foreign OCONUS area, to the foreign PDS, was moved to the foreign PDS at Gov't expense under a civilian PCS travel order is not eligible for real estate allowances. The following are ineligible:

a. A locally hired employee in par. 5836-E2a(1) (former member of U.S. armed forces).

b. A locally hired employee in par. 5836-E2a(2) unless the individual was an employee of an agency who was initially transferred from a PDS in CONUS/non-foreign OCONUS area to the foreign area PDS;

c. A locally hired employee in par. 5836-E2b(2) (employee who accompanied or followed the spouse to the OCONUS area); and

d. An employee hired in CONUS/non-foreign OCONUS area for assignment to a first PDS and the PDS is in a foreign area.

e. A former employee with a break in service (see App A) who is rehired in CONUS or a non-foreign OCONUS area for assignment to a first PDS and the PDS is in a foreign area (GSBCA 16811-Relo, 13 March 2006.

4. Reimbursable Expenses. Expenses incurred incident to the following transactions are reimbursable:

a. Residence sale (or the settlement of an unexpired lease) at the PDS from which the employee was transferred when assigned to a foreign area PDS; and/or

b. Residence purchase at the new PDS.

It is not necessary for an employee to be reimbursed the expenses in par. 5908-D4a to be eligible for expense reimbursement in par. 5908-D4b.

5. Limitations. Expenses incident to a sale/unexpired lease settlement/purchase transaction that occurs prior to the employee being officially notified (ordinarily in the form of a PCS travel order) that instead of returning to the former CONUS/non-foreign OCONUS area PDS, reassignment/transfer is to a different CONUS/non-foreign OCONUS area PDS and may not be reimbursed.

6. Service Agreement Required. A signed service agreement in par. 5522 is required for reimbursement of residence transaction expenses authorized under par. 5908.

E. Residence Sale in Anticipation of Transfer

1. Following Base Closure Announcement

a. An employee is authorized reimbursement for real estate expenses incurred before, and in anticipation of, a transfer if a clearly evident administrative intent exists, at the time the expenses are incurred, to transfer the employee (58 Comp. Gen. 208 (1979)).

b. The announcement of a base closure, accompanied by an offer to assist in finding new positions for an affected employee, is a clearly evident intent to transfer the employee (B-249451, 7 January 1993).

c. Registering an employee in Priority Placement Program (PPP) constitutes an offer to assist in finding a new position.

d. An employee, registered in the PPP or other placement program, who sells a residence in anticipation of a

PCS, is authorized reimbursement for residence sale expenses when transferred to a new PDS, if otherwise eligible under this Part.

e. Each employee should be cautioned that eligibility for real estate expenses reimbursement exists only if the employee subsequently employed in a position that involves a PCS with a service agreement.

f. If the PCS is to a foreign area, reimbursement for the expenses may be made only after the employee completes a tour of duty at the new foreign PDS and subsequently is transferred to a different CONUS/non-foreign OCONUS area location than that from which transferred to the foreign area PDS mentioned above as in par. 5908-D.

2. Employee Officially Notified of Return to a Different CONUS/Non-foreign OCONUS Area PDS

a. An employee who is officially notified that return is to be to a different CONUS/non-foreign OCONUS area PDS may sell the residence at the former CONUS/non-foreign OCONUS area PDS following official notification receipt. Real estate expense reimbursement is IAW this Part upon completion of a tour of duty in the foreign area and subsequent transfer to a different CONUS/non-foreign OCONUS area PDS.

b. Reimbursement. Each employee should be cautioned that reimbursement:

(1) Is not allowed for any real estate transaction that occurs prior to official notification that the employee's return is to be to a PDS other than the one from which transferred to the foreign PDS. A travel order transferring the employee from a foreign PDS to a PDS other than the one from which the employee was transferred to the foreign PDS ordinarily constitutes official notification. (72 Comp. Gen. 130 (1993), CBCA 1994-RELO, 19 August 2010).

(2) Must not be made until the employee is transferred back to a CONUS/non-foreign OCONUS area PDS.

(3) Must not be made incident to the transfer to the foreign area PDS, even though the employee is notified at that time that return is not to be to the same PDS after the foreign area assignment completion.

(4) Is not allowed for an employee who returns to the actual residence for separation.

F. Examples. The following are examples drawn from Comp. Gen. and GSBCA decisions describing circumstances when reimbursement for real estate allowances were and were not allowed.

1. Example 1. An employee transferred from AK to a foreign PDS, Singapore, in the Gov't's interest. The employee sold the AK residence after being notified by agency officials that return would not be to AK and that return rights would be to the prior position in Savannah, GA. Upon Singapore tour of duty completion, the employee was transferred back to a prior position which had been relocated to Charleston, SC. Upon the employee's transfer to Charleston, an official station other than the one from which the employee was transferred to the foreign PDS, the employee became eligible for the allowable expenses incurred in the residence sale in AK since it was sold after the employee had been officially notified that the return would not be to AK but to a different duty station in CONUS or non-foreign OCONUS area (72 Comp. Gen. 130 (1993)).

2. Example 2. An employee assigned at Fort Shafter, HI, was notified that the employee would be transferred to Fort McPherson, GA. In anticipation of the transfer, the employee signed a listing agreement to sell the residence in HI. However, before the sale, the employee accepted a position in Seoul, Korea, and reported for duty at that duty station. The residence in HI was sold while the employee was in Korea and the employee requested reimbursement for real estate expenses. The request was denied on the basis of statutory and regulatory provisions that provide that both the old and new duty station must be located within the U.S. (including non-foreign OCONUS locations) or other named locations for such expenses to be reimbursable. The employee stated that reimbursement was authorized because the position has mandatory mobility, and governing regulations prohibit the employee from staying overseas for more than 5 years. Since the employee

would have completed 5 years overseas after the assignment in Korea, it would have been impossible for the employee to return to HI. The employee was later transferred from Korea to Huntsville, AL. The record contains a memorandum indicating that the employee was advised that the assignment in Korea would be followed by an assignment to Headquarters, which at that time was Alexandria, VA, or in the alternative, Huntsville, AL, if the function was transferred there. The Comp. Gen. believed that this constituted official notice to the employee that the employee would not be returning to the old duty station in HI. The employee sold the residence in HI after receiving the official notice. The Comp. Gen. authorized real estate allowances for the employee's residence sale in HI since the criteria enunciated in 72 Comp. Gen. 130 (1993) was satisfied. The criteria enunciated in that decision are: (1) official notice prior to an overseas assignment that the employee would not be returning to that duty station; (2) residence sale after such official notice; (3) an agency regulation that provides that an employee is not to be returned to the old duty station; and (4) the employee's return to another official duty station (B-255822, 17 May 1994).

3. Example 3. An employee who transferred to Brasilia, Brazil from Grand Junction, CO, and returned to the former duty station upon overseas assignment completion is not authorized reimbursement of expenses incurred in the Grand Junction residence sale since return was to the same CONUS duty station (B-242558, 19 Jun 1991)

4. Example 4. (BRAC – Sale of Residence in Anticipation of Transfer). In early July 1993 a civilian employee saw reports in the local media indicating that the base at which employed was on the Base Closure and Realignment Commission (BRAC) list of bases proposed to be closed. Anticipating a transfer to another location, the employee sold a house in Newark, CA, on 29 July 1993. The BRAC list, however, did not become final until it was approved by Congress in September 1993. An employee who works at a base scheduled to be closed is permitted to register in the Priority Placement Program (PPP), a program which helps a soon-to-be displaced employee find a new position within DoD. The employee's base was not scheduled to be closed until September 1996, and each employee who worked at that base did not receive permission to enroll in the PPP until October 1994. The employee concerned participated in the PPP in October and was eventually transferred to Jacksonville, FL. The employee's claim for reimbursement of the expenses incurred ICW the home sale was denied because the sale predated both final approval of the BRAC list and the employee's registration in the PPP (GSBCA 13699-Relo, 21 March 1997,).

5. Example 5. (BRAC – Sale of Residence in Anticipation of Transfer). A DoD civilian employee listed a residence for sale in anticipation that the base at which the employee worked would be closed and went to settlement on the residence before registering with the agency's job placement program. The agency questioned whether the employee may be reimbursed real estate expenses for the residence sale based on an agency regulation allowing reimbursement of real estate expenses for an employee who is registered in the placement program. Reimbursement was authorized. Neither the regulation nor the decision, B-249451, 7 January 1993, which is cited in the regulation, requires an employee to be registered in the placement program to receive reimbursement for real estate expenses. Rather, an employee may be reimbursed real estate expenses incurred after an agency has demonstrated a clear administrative intent to transfer the employee and the employee is transferred and signs an employment agreement. Although registration in the agency placement program is evidence of intent to transfer, an agency may look to all the facts of a particular case to determine whether or not this intent existed. In this case, the employee was acting on information that the base was about to be closed and that an offer to assist him in finding another job would be forthcoming (B-261836, 13 November 1995).

6. Example 6. (BRAC – Sale of Residence ICW Transfer). The employee in this case incorrectly assumed that a BRAC listing constituted official notification that he would be transferred back from a PDS in South Korea to a different PDS in the U.S. other than one in the vicinity of Pueblo, CO, from which the employee was transferred to South Korea. As a result the employee believed the residence could be sold prior to the employee being officially notified of a transfer from South Korea back to the U.S. In 1988, the employee's agency in Pueblo, CO, was placed on the BRAC list. On December 10, 1991, the employee was transferred to Camp Humphries in South Korea. In August 1992, the employee sold the house in Pueblo and incurred real estate transaction expenses. In June 1998, the employee was transferred to McAlester, OK. The employee's agency denied the employee's claim for real estate expenses for residence sale in Pueblo because the residence was sold in 1992, well before official notification of the transfer from South Korea to McAlester, OK. Under the JTR, an employee is not authorized reimbursement for any expenses of a transaction that occurs prior to official notification that the employee's return would be to a permanent duty station (PDS) other than the one from

which the employee transferred to the foreign post of duty (GSBCA 14889-Relo, 7 April 1999). The Comp. Gen. noted in this decision that the PDS includes the residence or other Qtrs from which the employee regularly commutes to and from work. A base closure would not result in transfer to a PDS other than the one transferred from before the foreign tour of duty, if there were another PDS to which an employee could be assigned within the commuting distance of the employee's last domestic residence.

G. General

1. Title Requirements. The title to the residence at the old/new PDS, or the interest in a cooperatively owned dwelling or in an unexpired lease, must be:

a. In the employee's name alone,

b. Jointly in the names of the employee and one or more dependent(s), or

c. Solely in the name of one or more dependent(s).

2. Title Interest Must Have Been Acquired Prior to Transfer Notification. At the old PDS, the employee's property interest must have been acquired prior to the date the employee was officially notified of transfer to the new PDS. In the case of an employee covered by par. 5908-D, the employee's interest must have been acquired prior to the date the employee was officially notified of the foreign area transfer.

a. Legal Title Interest. Except as in par. 5908-G2b, title to the residence is determined by the name of the party (or parties) on the title document (e.g., the deed).

b. Equitable Title Interest. An employee, and/or dependent(s), in a situation described below is deemed to have title to the residence whether or not named on the title document.

(1) Title Held in Trust. The property is held in trust and the:

(a) Property is the employee's residence as described in par. 5908-B2;

(b) Employee and/or dependent(s) is/are the only trust beneficiary(ies);

(c) Employee and/or dependent(s) retain the right to distribute the property for life;

(d) Employee and/or dependent(s) retain the right to manage the property;

(e) Employee and/or dependent(s) are the only trust grantor/settler, or retain the right to direct property distribution upon trust dissolution or death; and

(f) Employee provides the DoD Component concerned with a trust document copy.

(2) Title Held by Financial Institution. The title is held in the name of a financial institution and the;

(a) Property is the employee's residence as described in par. 5908-B2;

(b) Employee and/or a dependent(s) executed a financing agreement (e.g., mortgage) with the financial institution;

(c) State or local law requires that lending parties take title to perfect (i.e., protect) a security interest in the property, or the financial institution requires that it take possession of title as a financing agreement condition; and

(d) Employee provides the DoD Component concerned with a financing document copy.

The DoD Component concerned may also require that the employee provide proof of state or local laws governing secured credit.

(3) Title Includes an Accommodation Party(ies) (GSBCA 16938-RELO, and GSBCA 16943-RELO)

(a) An accommodation party is an individual who signs an employee's financing agreement (e.g., a mortgage) to lend a name (i.e., credit) to the arrangement.

(b) The title is held both in the names of: the employee singularly, or the employee and one or more dependents jointly; or one or more dependents and an individual (accommodation party) who is not a dependent and the:

-1- Property is the employee's residence (par. 5908-B2);

-2- Employee and/or a dependent(s) has the right to use the property and to direct property conveyance;

-3- Lender requires the accommodation party's signature on the finance document;

-4- Employee and/or dependent(s) is liable for payments under the financing arrangement (e.g., mortgage);

-5- Accommodation party's name is on the title;

-6- The accommodation party does not have a financial interest in the property unless the employee and/or dependent(s) defaults on the financing arrangement; and

-7- Employee provides the DoD Component concerned with acceptable accommodation documentation. The documentation may include a financing document copy and/or a written statement from the employee certifying that the conditions in par. 5908-G2b(3) apply. The documentation also may include a written statement from the accommodation party certifying no financial interest in the property and any other documentation is required by the DoD Component concerned.

(4) Title Held by Property Seller. The title is held in the property seller's name and the:

(a) Property is the employee's residence as described in par. 5908-B2;

(b) Employee and/or dependent(s) have the right to use the property and to direct property conveyance;

(c) Employee and/or dependent(s) signed a financing agreement (e.g., land contract) with the property seller providing for fixed periodic payments and title transfer to the employee and/or dependent(s) upon payment schedule completion; and

(d) Employee provides the DoD Component concerned with a financing agreement copy.

(5) Other Equitable Title Situations. The title is held both in the names of the employee singularly, or the employee and one or more dependent(s) jointly, or one or more dependents; and an individual who is not a dependent; and:

(a) The property is the employee's residence as described in par. 5908-B2;

(b) The employee and/or dependent(s) has the right to use the property and to direct conveyance;

(c) Only the employee and/or dependent(s) has made payments on the property;

(d) The employee and/or dependent(s) receives all proceeds from the property sale; and

(e) The employee provides documentation acceptable to the DoD Component that the above conditions have been met. Such documentation must include financial documents proving that only the employee and/or dependent(s) made payments on the property, and that the employee and/or dependent(s) received all proceeds from the property sale, and any other documentation required by the DoD Component concerned.

H. Reimbursement

1. Employee Must Actually Incur the Expenses. An employee is reimbursed only for expenses actually incurred and paid by the employee/dependent(s). If any expenses were shared by persons other than the employee/dependent(s), reimbursement is limited to the portion actually paid by the employee and/or dependent(s).

2. Pro Rata Reimbursement. If an employee and/or dependent share title to a residence with someone else, or if an employee has title interest under par. 5908-G2b, the employee is reimbursed on a pro rata basis to the extent of the employee's actual/deemed title interest in the residence. Additionally, an employee is reimbursed on a pro rata basis in the following situations:

a. Multiple Occupancy Dwelling. If the residence is a duplex/other type of multiple occupancy dwelling which is occupied only partially by the employee, or whenever the employee shares responsibility for a leased property (e.g., a shared apartment arrangement), expenses are reimbursed on a pro rata basis (GSBCA 15720-RELO, 28 March 2002).

b. Excess Land. The employee is limited to pro rata reimbursement when land, in excess of that which reasonably relates to the residence site, is bought/sold (CBCA 787-RELO, 6 February 2008).

I. FTA and HSTA Lease Penalty. For guidance on the FTA and/or HSTA portion about a lease penalty expense, refer to DSSR sections 240 and 250 as stated in par. 5819.

5910 EXCLUSIONS

The following individuals are not eligible for reimbursement under the provisions of Ch 5, a/an:

1. New appointee assigned to a first PDS;

2. Employee transferred from or to a foreign PDS except for an employee eligible for reimbursement of residence transaction expenses under par. 5908-D;

3. Employee authorized dependents and/or HHG transportation to or from a training location when such transportation is authorized in lieu of per diem or actual expense allowances while at the training location under the provisions of par. 4955;

4. Employee, assigned to an OCONUS post of duty, returning for separation;

5. Employee performing RAT and returning to a different non-foreign OCONUS PDS that does not meet the short distance transfer requirements in par. 5566-C for old and new PDS's that are both in a non-foreign OCONUS area; and

6. Employee hired locally at a location in a foreign area upon transfer to a PDS in CONUS or non-foreign OCONUS area.

5912 ALLOWABLE EXPENSES FOR SALE OR PURCHASE OF RESIDENCE

A. Reimbursable Expense

1. Broker's Fees or Real Estate Commission. A broker's fee/real estate commission for services in selling the residence is reimbursable, but not in excess of rates generally charged for such services in the old PDS locality. No such fee/commission is reimbursable ICW the new PDS home purchase.

2. Other Advertising and Selling Expenses. Costs of newspaper, bulletin board, multiple-listing services, or other advertising for residence sale at the old PDS are reimbursable if the employee has not paid for such services in the form of a broker's fee or real estate agent's commission. Customary costs of appraisal also are reimbursable.

3. Legal and Related Costs. To the extent they are not included in broker's or similar services for which reimbursement is claimed under other categories, the following expenses are reimbursable with respect to a residence sale (if customarily paid by the residence seller at the old PDS) and purchase (if customarily paid by a purchaser at the new PDS). These expenses are payable to the extent they do not exceed amounts customarily charged in the residence locality:

a. Searching title, preparing abstract and legal fees for a title opinion, or where customarily furnished by the seller, the cost of a title insurance policy;

b. Preparing conveyances, other instruments, and contracts;

c. Related notary fees and recording fees;

d. Making surveys, preparing drawings or plats when required for legal financing purposes;

e. Special services when transferred employee is unable to physically attend settlement, and services were procured by the transferred employee or someone working with the employee (not the lender), and, if necessary for reasons other than personal preference (CBCA 1825-RELO, 17 March 2010):

(1) Fee for Courier delivery or similar service;

(2) Cost of preparing power of attorney; and

f. Similar expenses. When a single over-all legal fee is charged, that fee may be paid without itemization if it is within the customary range of locality residence transaction charges (56 Comp. Gen. 561(1977)). Litigation costs are not reimbursable.

4. Miscellaneous Expenses

a. Reimbursable Items. The expenses listed below are reimbursable ICW residence sale (if customarily paid by a seller of a residence at the old PDS) and/or purchase of a residence (if customarily paid by a buyer of a residence at the new PDS), to the extent they do not exceed specifically stated limitations, or in the absence of limitations, amounts customarily paid in the residence locality with appropriate supporting documentation provided by the employee:

(1) FHA or VA fee for a loan application;

(2) Loan origination fees and similar charges such as loan assumption fees and loan transfer fees; (A loan origination fee is a fee paid by a borrower to compensate a lender for administrative-type expenses incurred in originating and processing a loan. Reimbursement for a loan assumption fee, a loan transfer fee, or a similar charge also may be allowed, if it is assessed in lieu of a loan origination fee and reflects charges for services similar to those covered by a loan origination fee. An employee may be reimbursed for these fees in an amount not in excess of 1% of the loan amount without itemization of the lender's administrative charges. Reimbursement may exceed 1% only if an employee shows by clear and convincing evidence that: (a) the higher rate does not include prepaid interest, points, or a mortgage discount; and (b) the higher rate is customarily charged in the residence

locality.);

(3) Cost of preparing credit reports;

(4) Mortgage and transfer taxes;

(5) State revenue stamps;

(6) Other fees and charges similar in nature to those listed above, unless specifically prohibited in par. 5912-A4b below;

(7) Charge for prepayment of a mortgage or other security instrument ICW the sale of a residence at the old PDS to the extent the terms in the mortgage or other security instrument provide for this charge; (This prepayment penalty also is reimbursable when the mortgage or other security instrument does not specifically provide for prepayment, provided this penalty is customarily charged by the lender. In this case, the reimbursement is NTE 3 months' interest on the loan balance.);

(8) Mortgage title insurance policy paid for by an employee on a residence purchased by the employee for the protection of, and required by, the lender;

(9) Owner's title insurance policy, provided it is a prerequisite to financing or the transfer of property; or the owner's title insurance policy cost is inseparable from the other insurance costs, which is a prerequisite to property financing or transfer;
(10) Expenses ICW construction of a residence, that are comparable to expenses reimbursable ICW the purchase of an existing residence;

(11) Expenses ICW environmental testing and property inspection fees when required by Federal, State, or Local law; or by a lender as a precondition to sale or purchase; and

(12) Environmental protection fee if required as a mortgage condition (GSBCA 16053-Relo, 10 June 03).

b. Non-reimbursable Items. Except as otherwise provided in par. 5912-A4a, the following expenses are not reimbursable:

(1) Owner's title insurance policy, "record title" insurance policy, mortgage insurance or insurance against loss or damage of property, and optional insurance paid for by an employee ICW the purchase of a residence for the employee's protection;

(2) Interest on loans, points, and mortgage discounts;

(3) Property taxes;

(4) Operating or maintenance costs;

(5) No fee, cost, charge or expense determined to be part of the finance charge under the Truth in Lending Act, Title I, P.L. 90-321, and Regulation Z issued IAW P.L. 90-321 by the Board of Governors of the Federal Reserve System, unless specifically authorized in par. 5912-A4a above;

(6) Expenses that result from residence construction; and

(7) VA funding fee (64 Comp. Gen. 674 (1985)).

5. Losses Due to Prices or Market Conditions. Losses may not be reimbursed when caused by:

a. Failure to sell a residence at the old PDS at the price asked, or at its current appraised value, or at its

original cost;

b. Failure to buy a dwelling at the new PDS at a price comparable to the selling price of the residence at the old PDS; or

c. Any similar causes.

6. Other Expenses of Residence Sale and Purchase. Incidental charges made for required Services in selling and purchasing residences are reimbursable if they are customarily paid by a seller of a residence at the old PDS or if customarily paid by a purchaser of a residence at the new PDS, to the extent that they do not exceed amounts customarily charged in the residence locality.

7. Procedure and Claim Requirements. See par. 5914.

B. Reimbursement Limit. Total reimbursements must not exceed:

1. 10% of the actual sale price of the residence at the old PDS, and

2. 5% of the purchase price of a residence at the new PDS.

5914 REIMBURSEMENT FOR RESIDENCE SALE OR PURCHASE CLOSING COSTS (FTR §302-11.301 and 302)

A. Application for Reimbursement of Expenses

1. General. To be reimbursed for expenses, an employee must prepare and submit DD Form 1705, Reimbursement for Real Estate Sale and/or Purchase Closing Cost Expenses. The form details most of the authorized real estate expense items for which reimbursement may be claimed. Amounts claimed must be entered in the appropriate space on the form. Amounts must be supported by documentation, as prescribed in pars. 5914-A2 and 5914-A3, showing that the employee in fact incurred and paid the expense.

2. Residence Sale. The following supporting documents are required:

a. Sales agreement;

b. Property settlement document;

c. Mortgage document (if prepayment fee is claimed, the document must include the payment terms);

d. Title document (e.g., the deed) necessary to determine title to the residence as required in par. 5908-G;
e. Paid invoices or receipts (of $75 or more) for each additional claimed expense item; and

f. Property settlement document and approved claim application if there has been a prior claim settlement ICW a residence purchase.

3. Residence Purchase. The following supporting documents are required:

a. Purchase agreement;

b. Property settlement document;

c. Loan closing statement;

d. Title document (e.g., the deed) necessary to determine title to the residence as required in par. 5908-G;

e. Paid invoices or receipts (of $75 or more) for each additional claimed expense item;

f. Property agreement document and approved claim application if there has been a prior claim settlement ICW a residence sale; and

g. Finance charge disclosure statement when provided by a lending institution in compliance with P.L. 90-321 "The Truth in Lending Act."

B. Claim Submission. DoD FMR Vol. 9, Chapter 6.

C. Review and Approval of Reasonable Charges

1. Official Responsible for Review

a. An official designated by the commanding officer of an activity must review the expenses claimed and the supporting documentation. The reviewing official must determine that the expenses claimed are:

(1) Reasonable in amount, and

(2) Customarily paid by the seller or buyer (as appropriate) in the locality where the property is located.

b. Any portion of costs determined to be excessive, or for which a satisfactory explanation cannot be obtained, must not be approved.

c. The reviewing official must attach to the application (DD Form 1705) an explanation regarding any disallowance, reduction, or adjustment of cost items. For approved expense items the reviewing official must indicate the authorized amount, sign the application, and return the entire claim to the official at the employee's new duty station from whom it was received.

d. The official at the new duty station forwards the claim to the appropriate payment official for payment approval.

e. If a reviewing official determines that an application cannot be approved because of incomplete documentation, or other reasons, the reviewing official must return the claim with an explanatory letter to the official at the employee's new PDS from whom it was received. The official at the new duty station must forward the explanatory letter to the employee.

f. The reviewing official may utilize the service of available legal officers in determining whether any claimed expense item is an authorized real estate expense or a finance charge under the Truth in Lending Act (P.L. 90-321).

2. Assistance

a. The local real estate association should be contacted for a schedule of typical closing costs for local single family property purchases and sales. These closing costs should be used as guidelines but not as rigid limitations in determining if the expenses claimed are reasonable.

b. The local real estate association also may provide information concerning local real estate transaction custom and practices including information as to which costs are

D. Approval of Payment. The approval authority must approve the DD Form 1705 IAW Agency regulations for real estate transactions at the new duty station. When the claimed charges are approved as reasonable and proper, the DD Form 1705, supporting documents, and DD Form 1351-2 are submitted to the travel or claim voucher payment approving official for payment approval and then to the appropriate paying office. The payment approval official may accept the required prior approvals regarding reasonable costs and customary procedure as conclusive

but must determine independently if:

1. The total claimed is within prescribed limitations,

2. All the conditions and requirements under which claims may be paid have been met, and

3. The expenses claimed are reimbursable.

E. Privacy Act Statement. The Privacy Act of 1974 (5 USC §552a) is implemented by adding the Privacy Act Statement for "Reimbursement for Real Estate Sale and/or Purchase Closing Cost Expenses (DD Form 1705). The form may be reproduced locally and made available to the individual supplying the data shown on DD Form 1705. The form also is available for printing and/or downloading from the Washington Headquarters Service DoD Forms Program.

5916 UNEXPIRED LEASE SETTLEMENT COST REIMBURSEMENT

A. Allowable Expenses. Expenses (including broker's fees for obtaining a sublease or charges for advertising an unexpired lease) incurred for settling an unexpired lease (including month-to-month rental) on a residence occupied by an employee at the old PDS are reimbursable when:

1. Applicable laws or the lease terms provide for payment of settlement expenses,

2. They cannot be avoided by subleasing or other arrangement,

3. The employee has not contributed to the expense (e.g., by failing to give appropriate lease termination notice promptly after the employee is officially notified of the date of transfer), and

4. The broker's fees or advertising charges are NTE those customarily charged for comparable services in that locality.

B. Claim Procedure. An employee must submit a claim IAW directions in the DoD FMR, Volume 9 for reimbursement of costs incurred incident to settlement of an unexpired lease. Rental penalty cost must not be allowed if, upon official notification of the date of transfer, the employee could have avoided the expense by giving timely notice of intent to vacate. Allowable cost items are limited to those payments made by the employee that represent unavoidable expense directly attributable to lease termination prior to the expiration date. The total expenses amount must be entered on the voucher. The employee must be prepared to provide the following documentation, a/an:

1. Copy of the lease prescribing penalties or other costs payable if occupancy is terminated prior to the lease expiration date,

2. Statement of the extent of bona fide attempts made to avoid penalty costs if the lease includes a savings provision for subleasing or making other arrangements to avoid penalty costs, and

3. Itemization of expenses and necessary explanations for clarification of penalty costs and paid receipts for each expense item.

NOTE: For authority to reimburse an employee for a lease penalty expense incurred for early termination of a lease in the U.S. or a foreign area incident to a transfer to or from a foreign area, DSSR, FTA and HSTA sections 240 and 250, respectively, as stated in par. 5819.

5918 RETURN FROM MILITARY DUTY

See par. 5562 for PCS allowances, including allowances provided in Ch 5, when an employee is reinstated at a new PDS after return from military duty.

CHAPTER 5: PERMANENT DUTY TRAVEL

PART B: EMPLOYEES ONLY

SECTION 14: REAL ESTATE ALLOWANCES

SUBSECTION b: RESIDENCE TRANSACTION EXPENSES - HOME PURCHASE

5920 RESIDENCE TRANSACTION EXPENSES - HOME PURCHASE

A. Adaptation. This information is adapted from GSA provided material.

B. Reference/Decision Search. To search for a reference/decision, go to the following websites and use the internal search tool:

1. FTR. See http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&tpl=%2Findex.tpl (i.e., FTR 302-11.200(f)(2)).

2. GSBCA. See http://www.gsbca.gsa.gov/ (i.e., GSBCA 15706-Relo (07/17/02)).

3. CBCA. See http://www.cbca.gsa.gov/ (i.e., CBCA 1743-Relo (04/28/10)).

C. Fee and Description Chart. See Residence Transaction Expenses – Home Purchase Closing Disclosure chart for information.

CHAPTER 5: PERMANENT DUTY TRAVEL

PART B: EMPLOYEES ONLY

SECTION 14: REAL ESTATE ALLOWANCES

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

5922 GSBCA, CBCA AND CG DECISIONS

A. Decisions Search. To search for a decision, go to the following websites and use the internal search tool:

1. Comp Gen/GAO. http://www.gao.gov/search?q (e.g.., 52 Comp. Gen. 769 (1973) or B-183436, 22 July 1975))

2. GSBCA. http://www.gsbca.gsa.gov/ (e.g., GSBCA 15706-Relo (07/17/02))

3. CBCA. http://www.cbca.gsa.gov/ (e.g., CBCA 1743-Relo (04/28/10))

B. Decisions

1. Reimbursable and Non-reimbursable Expenses

GSBCA 15706-Relo (07/17/02)	GSBCA 15591-Relo (08/29/01)	GSBCA 15506-Relo (08/15/01)	B-251716 (02/10/93)
B-247860 (07/23/92)	71 Comp. Gen. 316 (1992)	B-241483 (02/28/91)	69 Comp. Gen. 573 (1990)
B-227567 (08/26/88)	B-222899 (03/16/87)	B-222121 (09/19/86)	61 Comp. Gen. 352 (1982)
B-203413 (04/13/82)	B-204939 (04/05/82)	B-202297 (07/24/81)	60 Comp. Gen. 451 (1981)
B-191235 (10/25/78)	B-190677 (07/06/78)	B-189295 (08/16/77)	

2. Broker's Fees and Real Estate Commissions

CBCA 1743-Relo (04/28/10)	GSBCA 15867-Relo (07/11/02)	GSBCA 15669-Relo (07/02/02)	GSBCA 15720-Relo (03/28/02)
GSBCA 15542-Relo (01/24/02)	B-247315 (05/18/92)	B-241986 (08/15/91)	B-232313 (01/09/89)
B-224628 (01/12/88)	B-222277 (08/18/86)	B-219925 (06/10/86)	B-221062 (04/15/86)
B-219501 (01/13/86)	B-217514 (11/25/85)	B-217784 (09/03/85)	64 Comp. Gen. 557 (1985)
B-214555 (08/28/84)	B-214362 (08/07/84)	63 Comp. Gen. 474 (1984)	B-205584 (08/02/82)
B-205849 (06/02/82)	B-200167 (07/07/81)	B-201666 (03/06/81)	B-197908 (04/21/80)
B-196517 (02/19/80)	58 Comp. Gen. 211 (1979)	B-190902 (02/14/78)	B-190107 (02/08/78)
B-184063 (06/15/76)	B-182431 (07/14/75)	B-181129 (08/19/74)	B-179634 (04/08/74)

3. Advertising, Selling, and Appraisal Expenses

Professional assistance in an unsuccessful sale-by-owner		GSBCA 16246-Relo (12/4/03)	
68 Comp. Gen. 373 (1989)	67 Comp. Gen. 453 (1988)	B-221062 (04/15/86)	61 Comp. Gen. 352 (1982)
B-187437 (02/07/77)	B-186009 (10/12/76)	B-183694 (11/24/75)	

4. Legal and Related Expenses

GSBCA 15718-Relo (02/28/02)	GSBCA 15377-Relo (01/11/02)	GSBCA 15456-Relo (10/03/01)	
B-249311.2 (02/04/93)	B-248906 (11/18/92)	B-248506 (10/26/92)	B-248457 (09/29/92)
B-247860 (07/23/92)	B-217666.2 (04/07/92)	B-229322 (12/08/88)	67 Comp. Gen. 503 (1988)
B-223907 (03/09/87)	66 Comp. Gen. 206 (1987)	B-218953 (06/26/86)	B-218955 (04/11/86)
65 Comp. Gen. 473 (1986)	B-219526 (01/15/86)	64 Comp. Gen. 296 (1985)	B-215552 (12/11/84)
64 Comp. Gen. 24 (1984)	62 Comp. Gen. 426 (1983)	B-206852 (03/09/83)	B-205579 (06/21/82)
B-205503 (06/02/82)	61 Comp. Gen. 352 (1982)	B-205510 (02/08/82)	61 Comp. Gen. 112 (1981)
B-200207 (09/29/81)	B-200691 (08/24/81)	B-199193 (04/22/81)	B-199900 (02/10/81)
B-197504 (05/05/80)	B-193945 (04/29/80)	B-195462 (04/22/80)	58 Comp. Gen. 786 (1979)
B-194668 (09/17/79)	B-194887 (08/17/79)	B-192472 (03/21/79)	B-192593 (01/16/79)
B-191920 (12/16/78)	B-191792 (09/25/78)	57 Comp. Gen. 669 (1978)	B-189569 (06/16/78)
B-189381 (12/15/77)	B-188213 (12/12/77)	B-190122 (11/23/77)	B-189140 (11/23/77)
B-188265 (11/08/77)	B-188970 (10/13/77)	B-188300 (08/29/77)	56 Comp. Gen. 862 (1977)
B-188716 (07/06/77)	56 Comp. Gen. 561 (1977)	B-186254 (03/16/77)	B-187125 (02/09/77)
B-187437 (02/07/77)	B-186290 (09/30/76)	B-183807 (08/30/76)	B-184720 (07/01/76)
B-184063 (06/15/76)	B-183102 (06/09/76)	B-185825 (04/22/76)	B-183161 (02/27/76)
B-183694 (11/24/75)	B-183160 (11/17/75)	B-183792 (08/04/75)	B-183443 (07/14/75)
B-183037 (03/21/75)	54 Comp. Gen. 597 (1975)		

5. Miscellaneous Expenses

Avalanche study expense			
GSBCA 15817-Relo (08/02/02)	GSBCA 15718-Relo (02/28/02)	B-235927 (09/06/89)	B-236362 (11/09/89)
B-231485 (01/19/89)	B-230741 (09/19/88)	B-229230 (03/14/88)	B-232729 (03/01/89)
B-223907 (03/09/87)	B-221059 (08/18/86)	B-218955 (04/11/86)	B-224775 (04/07/87)
64 Comp. Gen. 568 (1985)	B-215552 (12/11/84)	63 Comp. Gen. 603 (1984)	B-220741 (04/03/86)
B-210152 (06/23/83)	B-207304 (04/15/83)	B-206051 (09/29/82)	63 Comp. Gen. 474 (1984)
61 Comp. Gen. 352 (1982)	61 Comp. Gen. 136 (1981)	60 Comp. Gen. 650 (1981)	B-203345 (07/07/82)

B-201009 (04/16/81)	B-201666 (03/06/81)	B-197504 (05/05/80)	B-202297 (07/24/81)
B-193578 (08/20/79)	B-192593 (01/16/79)	B-191402 (11/22/78)	B-194668 (09/17/79)
57 Comp. Gen. 770 (1978)	B-190715 (03/24/78)	B-189093 (10/13/77)	B-163425 (11/07/78)
B-188300 (08/29/77)	B-189295 (08/16/77)	B-188716 (07/06/77)	B-189662 (10/04/77)
B-186290 (09/30/76)	B-186734 (09/23/76)	B-185680 (08/04/76)	B-187890 (02/17/77)
B-182076 (02/05/75)	B-245650 (03/05/92)	GSBCA 16246-Relo, 12/4/03	B-183251 (05/29/75)

6. Reimbursable Items

B-248906 (11/18/92)	71 Comp. Gen. 316 (1992)		

7. FHA or VA Loan Application Fee

GSBCA 15672-Relo (01/18/02)	71 Comp. Gen. 316 (1992)	B-221162 (06/10/86)	B-199888 (03/25/81)
B-189639 (03/24/78)			

8. Loan Origination Fees and Similar Charges

CBCA 1827-Relo (07/27/10)	GSBCA 16281-Relo (12/09/03)	GSBCA 15817-Relo (08/02/02)	GSBCA 15718-Relo (02/28/02)
GSBCA 15730-Relo (01/24/02)	GSBCA 15645-Relo (10/11/01)	GSBCA 15613-Relo (09/07/01)	GSBCA 15538-Relo (08/10/01)
B-249500 (12/24/92)	B-248457 (09/29/92)	B-248538 (09/24/92)	B-246809 (03/31/92)
69 Comp. Gen. 340 (1990)	B-238038 (02/23/90)	B-238023 (02/22/90)	B-234288 (02/08/90)
B-233806 (11/16/89)	B-235616 (08/29/89)	B-232679.2 (08/29/89)	B-229443 (12/09/88)
B-229322 (12/08/88)	B-232679 (11/14/88)	B-228691 (09/21/88)	B-229352 (08/22/88)
B-226876 (08/22/88)	67 Comp. Gen. 503 (1988)	66 Comp. Gen. 627 (1987)	B-222899 (03/16/87)
B-221103 (09/19/86	B-223240 (09/08/86)	B-221529 (07/01/86)	B-221162 (06/10/86)
B-221010 (05/06/86)	B-218955 (04/11/86)	65 Comp. Gen. 447 (1986)	B-220133 (03/13/86)
B-219309 (01/29/86)	B-219545 (01/15/86)	B-219026 (11/29/85)	B-219076 (11/25/85)
B-218946 (11/12/85)	B-218754 (09/17/85)	B-218476 (09/05/85)	B-217584 (09/04/85)
B-216425 (08/21/85)	B-216973 (04/22/85)	B-217081 (03/08/85)	64 Comp. Gen. 306 (1985)
64 Comp. Gen. 296 (1985)	63 Comp. Gen. 603 (1984)	B-214757 (09/05/84)	63 Comp. Gen. 456 (1984)
63 Comp. Gen. 355 (1984)	B-213164 (02/22/84)	B-213740 (02/15/84)	B-211310 (10/04/83)
62 Comp. Gen. 534 (1983)	B-211107 (06/10/83)	B-205267 (06/15/82)	B-205873 (05/04/82)
B-203630 (03/09/82)	B-198060 (11/10/80)	B-189381 (12/15/77)	

9. Mortgage and Transfer Taxes

CBCA 1963-Relo (08/02/10)	GSBCA 16424-Relo (07/23/04)	B-248301 (09/25/92)	B-189488 (08/18/77)
B-185487 (08/03/76)	B-183162 (01/27/76)	B-182082 (01/22/75)	B-181795 (11/11/74)
B-171878 (08/08/74)			

10. State Revenue Stamps

63 Comp. Gen. 474 (1984)	B-210351 (05/10/83)	B-196527 (12/29/80)	B-197567 (04/15/80)
B-195593 (01/22/80)	B-190484 (02/14/78)		

11. Other Similar Charges

71 Comp. Gen. 316 (1992)	B-232092 (07/14/89)	68 Comp. Gen. 373 (1989)	67 Comp. Gen. 503 (1988)
B-229230 (03/14/88)	B-226013 (10/28/87)	B-223102 (09/25/87)	66 Comp. Gen. 627 (1987)
64 Comp. Gen. 674 (1985)	B-217719 (07/01/85)	64 Comp. Gen. 296 (1985)	B-172742 (11/24/80)

12. Charge for Prepayment of Mortgage

B-237972 (05/22/90)	B-216425 (08/21/85)	B-194892 (03/14/80)	B-194298 (08/10/79)
B-188716 (07/06/77)			

13. Mortgage Title Insurance Policy

B-233806 (11/16/89)	68 Comp. Gen. 373 (1989)	66 Comp. Gen. 206 (1987)	B-172742 (11/24/80)
B-197523 (04/25/80)	B-197098 (04/24/80)	B-192593 (01/16/79)	B-185706 (12/17/76)
B-184928 (09/15/76)	B-185680 (08/04/76)	B-184720 (07/01/76)	B-183958 (04/14/76)

14. Owner's Title Insurance Policy

GSBCA 15801-Relo (07/05/02)	B-245457 (02/14/92)	B-241986 (08/15/91)	B-221059 (08/18/86)
64 Comp. Gen. 674 (1985)	B-215552 (12/11/84)		

15. Expenses Related to Construction of a Residence that Are Comparable to Reimbursable Expenses Associated with Purchase of an Existing Residence

GSBCA 15629-Relo (10/17/01)	B-247860 (07/23/92)	69 Comp. Gen. 573 (1990)	B-226271 (11/05/87)
B-232720 (09/13/89)	B-233362 (04/07/89)	B-231537 (11/14/88)	
B-206051 (09/29/82)	B-184928 (09/15/76)	B-235374 (01/11/90)	

16. Expenses that Result from Construction of a Residence

GSBCA 15629-Relo (10/17/01)	GSBCA 15415-Relo (06/06/01)	B-226271 (11/05/87)	B-187125 (02/09/77)
69 Comp. Gen. 573 (1990)	B-226532 (12/09/87)	B-192420 (08/27/79)	
B-214164 (07/09/84)	B-205510 (02/08/82)	B-171878 (08/08/74)	
B-184928 (09/15/76)	B-181795 (11/11/74)	65 Comp. Gen. 557 (1986)	

17. Non-reimbursable Items

CBCA 1994-Relo (08/19/10)	CBCA 1883-Relo (05/13/10)	CBCA 1762-Relo (03/12/10)	CBCA 1791-Relo (01/14/10)
CBCA 877-Relo (7/3/08)	GSBCA 15730-Relo (01/24/02)	GSBCA 15645-Relo (10/11/01)	B-248906 (11/18/92)
B-247860 (07/23/92)	B-246296 (03/30/92)		

18. Owner's Title Insurance Policy, Mortgage Insurance and Insurance against Loss or Damage of Property

CBCA 1829-Relo (04/18/10)	GSBCA 16277-Relo (04/28/04)	B-249621 (01/19/93)	B-241986 (08/15/91)
B-233806 (11/16/89)	68 Comp. Gen. 373 (1989)	B-226010 (11/30/87)	B-227503 (08/20/87)
B-220287 (03/11/86)	B-217822 (06/20/85)	64 Comp. Gen. 306 (1985)	64 Comp. Gen. 296 (1985)
B-172742 (11/24/80)	B-197098 (04/24/80)	B-193750 (08/28/79)	B-193578 (08/20/79)
B-190902 (02/14/78)	B-189488 (08/18/77)	B-188716 (07/06/77)	B-185706 (12/17/76)
B-184928 (09/15/76)	B-183958 (04/14/76)		

19. Interest on Loans, Points, and Mortgage Discounts

GSBCA 15672-Relo (01/18/02)	B-248538 (09/24/92)	66 Comp. Gen. 627 (1987)	
B-218955 (04/11/86)	64 Comp. Gen. 266 (1885)	B-221529 (07/01/86)	

20. Property Taxes

B-226322 (08/17/87)	B-217474 (07/19/85)	61 Comp. Gen. 352 (1982)	

21. Operating or Maintenance Costs

GSBCA 15669-Relo (07/02/02)	70 Comp. Gen. 362 (1991)	B-218955 (10/30/85)	B-217922 (09/06/85)
B-215410 (11/14/84)	B-204644 (06/08/82)	61 Comp. Gen. 136 (1982)	B-202297 (07/24/81)
B-200167 (07/07/81)	B-193578 (08/20/79)	B-190815 (03/27/78)	B-189295 (08/16/77)

22. Finance Charges

GSBCA 16403-Relo (08/15/04)	GSBCA 16277-Relo (04/28/04)	GSBCA 15799-Relo (05/02/02)	GSBCA 15718-Relo (02/28/02)
GSBCA 15730-Relo (01/24/02)	GSBCA 15672-Relo (01/18/02)	GSBCA 15645-Relo (10/11/01)	GSBCA 15506-Relo (08/15/01)
B-248457 (09/29/92)	71 Comp. Gen. 316 (1992)	B-245650 (03/05/92)	69 Comp. Gen. 573 (1990)
B-233806 (11/16/89)	B-229322 (12/08/88)	B-229230 (03/14/88)	B-226010 (11/30/87)
B-223797 (04/20/87)	B-221162 (06/10/86)	B-218754 (08/17/85)	B-217474 (07/19/85)
B-217719 (07/01/85)	B-205149 (06/04/85)	B-217189 (05/06/85)	B-215699 (10/02/84)
B-212326 (11/29/83)	B-209691 (05/09/83)	B-208479 (03/16/83)	B-208837 (12/06/82)
B-203345 (07/07/82)	B-205267 (06/15/82)	B-205873 (05/04/82)	B-203630 (03/09/82)
B-204015 (09/18/81)	B-202103 (07/16/81)	60 Comp. Gen. 531	B-200615 (06/15/81)

		(1981)	
B-194974 (05/05/81)	B-199944 (04/16/81)	B-198060 (11/10/80)	B-198468 (10/17/80)
B-198475 (10/17/80)	B-198901 (10/03/80)	58 Comp. Gen. 786 (1979)	B-192851 (05/11/79)
B-194203 (05/07/79)	B-191040 (11/29/78)	B-189639 (03/24/78)	B-190108 (02/13/78)
B-189381 (12/15/77)	B-189295 (08/16/77)	B-187223 (02/18/77)	B-187890 (02/17/77)
B-187125 (02/09/77)	B-187437 (02/07/77)	B-187363 (12/21/76)	B-186290 (09/30/76)
B-186734 (09/23/76)	B-184928 (09/15/76)	B-185680 (08/04/76)	B-184703 (04/30/76)
B-183611 (09/02/75)	B-183317 (05/14/75)	B-180981 (10/01/74)	B-191203 (05/11/78)

23. Losses Due to Prices or Market Conditions at the Old and New PDS

B-246296 (03/30/92)	B-245650 (03/05/92)	B-238372 (08/01/90)	B-229026 (08/08/88)
B-219845 (06/09/87)	B-200744 (09/18/81)	B-198940 (07/29/80)	
B-187848 (08/23/77)	B-186009 (10/12/76)	B-184869 (09/21/76)	

24. Other Sale and Purchase of Residence Expenses

GSBCA 15882-Relo (08/15/02)	GSBCA 15735-Relo (07/17/02)	GSBCA 15866-Relo (06/28/02)	GSBCA 15720-Relo (03/28/02)
GSBCA 15377-Relo (01/11/02)	GSBCA 15686-Relo (11/07/01)	GSBCA 15645-Relo (10/11/01)	GSBCA 15639-Relo (10/03/01)
B-248906 (11/18/92)	B-247315 (05/18/92)	B-247042 (05/12/92)	B-246296 (03/30/92)
71 Comp. Gen. 316 (1992)	B-245650 (03/05/92)	B-241986 (08/15/91)	B-242946 (06/12/91)
70 Comp. Gen. 362 (1991)	B-238372 (08/01/90)	68 Comp. Gen. 373 (1989)	B-231485 (01/19/89)
67 Comp. Gen. 449 (1988)	B-230402 (03/23/88)	B-229230 (03/14/88)	B-224765 (08/17/87)
B-215410 (11/14/84)	B-202906 (09/15/82)	61 Comp. Gen. 352 (1982)	B-172742 (11/24/80)
B-194851 (04/08/80)	B-193578 (08/20/79)	B-194887 (08/17/79)	B-192851 (05/11/79)
B-190815 (03/27/78)	B-189093 (10/13/77)	B-189662 (10/04/77)	B-187493 (04/01/77)
B-186734 (09/23/76)	B-185783 (04/29/76)	B-184594 (02/12/76)	

25. Overall Limitations

CBCA 1660-Relo (04/29/10)	B-216542 (06/11/85)	B-211310 (10/04/83)	B-191485 (11/21/78)

26. Settlement of an Unexpired lease

B-232394 (10/06/89)	68 Comp. Gen. 133 (1988)	67 Comp. Gen. 285 (1988)	B-227380 (11/13/87)
65 Comp. Gen. 396 (1986)	64 Comp. Gen. 24 (1984)	B-210918 (03/20/84)	B-201153 (01/18/82)
B-200841 (11/19/81)	B-200037 (03/02/81)	B-193452 (07/10/79)	B-192129 (03/08/79)
B-192135 (01/24/79)	B-189808 (04/28/78)	B-188604 (02/14/78)	B-186435 (10/13/77)
B-186507 (12/22/76)	B-186035 (11/02/76)	56 Comp. Gen. 20 (1976)	B-184901 (07/23/76)
B-184164 (12/08/75)	B-182276 (04/10/75)	B-181435 (02/12/75)	

27. Exclusions

GSBCA 15615-Relo (08/14/01)	B-192486 (12/12/78)	54 Comp. Gen. 991 (1975)	

28. Employee Must Incur Costs

GSBCA 15867-Relo (07/11/02)	GSBCA 15695-Relo (06/10/02)	GSBCA 15761-Relo (05/09/02)	GSBCA 15377-Relo (01/11/02)
GSBCA 15613-Relo (09/07/01)	GSBCA 15560-Relo (06/22/01)	GSBCA 15485-Relo (05/04/01)	

29. Employee Must Actually Sell/Purchase Real Estate

GSBCA 15580-Relo (01/31/02)	GSBCA 15629-Relo (10/17/01)	GSBCA 15524-Relo (08/09/01)	

30. Miscellaneous Expenses

GSBCA 15706-Relo (07/17/02)	GSBCA 15728-Relo (06/24/02)	GSBCA 15730-Relo (01/24/02)	
GSBCA 15662-Relo (12/20/01)	GSBCA 15529-Relo (11/30/01)	GSBCA 15613-Relo (09/07/01)	
GSBCA 15541-Relo (08/22/01)	GSBCA 15718-Relo (02/28/02)	GSBCA 15591-Relo (08/29/01)	

31. Regularly Commutes

CBCA 1244-Relo (12-18-08)	CBCA 690-Relo (8-29-07)	GSBCA 15445-Relo (08/02/01)	GSBCA 15514-Relo (11/30/01)
GSBCA 15480-Relo (06/12/01)	GSBCA 15521-Relo (05/17/01)	GSBCA 15403-Relo (05/17/01)	

32. Relocation Services

GSBCA 15720-Relo (03/28/02)	GSBCA 15760-Relo (03/27/02)	GSBCA 15580-Relo (01/31/02)	
GSBCA 15615-Relo (08/14/01)	GSBCA 15621-Relo (02/14/02)		

33. Title Issues

GSBCA 15499-Relo (06/13/01)	GSBCA 15503-Relo (05/03/01)	GSBCA 15379-Relo (04/19/01)	

34. Home Inspection Fee

GSBCA 15718-Relo (02/28/02)			

35. Home Marketing Incentive Program

CBCA 1710-Relo (03/29/10)	CBCA 1796-Relo (01/14/10)	GSBCA 15621-Relo (02/14/02)	GSBCA 15580-Relo (01/31/02)

36. Extensions for Sale of Residence

GSBCA 15866-Relo (06/28/02)	GSBCA 15639-Relo (10/03/01)		

37. Real Estate -- New Employee

GSBCA 15577-Relo (01/15/02)	GSBCA 15686-Relo (11/07/01)		

38. Waiver of Debt. Whether agency waives employee's debt is solely within discretion of the agency.

CBCA 1828-Relo (05-07-10)	CBCA 1793-Relo (02-23-10)	GSBCA 14758-Relo, (03/04/99)	

39. Retirement

Employee sold residence at old PDS after retiring and was reimbursed costs since the sale was within the prescribed time limit of the PCS travel authorization/order to the last PDS and the terms of service agreement were fulfilled.	GSBCA 16494-Relo, (11/04/04)

40. Relocation Income Tax (RIT) Allowance. The RIT allowance reimburses an eligible transferred employee for substantially all of the additional Federal, State, and local income taxes incurred by the employee (or by an employee and spouse if a joint tax return is filed) as a result of reimbursement, or payment, of certain travel and transportation expenses and relocation allowances that are not excludible from gross income for Federal income tax purposes

CBCA 1980-Relo (06/17/10)	CBCA 1709-Relo, (11/12/09)	GSBCA 16828-Relo, (06/08/06)
GSBCA 16820-Relo, (04/19/06)	GSBCA 16781-Relo, (03/16/06)	

CHAPTER 5: PERMANENT DUTY TRAVEL

PART B: EMPLOYEES ONLY

SECTION 15: RELOCATION SERVICES

SUBSECTION a: GENERAL

5924 GENERAL

A. DoD Contract Services. A DoD Component may offer relocation services to an eligible employee. The DoD National Relocation Program (DNRP) offers authorized transferring DoD employees departure and destination area relocation services including:

1. Home Marketing Assistance;

2. Guaranteed Home Sale;

3. Property management (PM) services (Ch 5, Part B15b);

4. Home Finding Assistance; and

5. Mortgage Assistance.

DNRP relocation services are provided by national Relocation Service Company (RSC) third-party contractors.

B. DoD Component Responsibilities. Each DoD Component must:

1. Determine to which employee relocation services use is offered, and

2. Determine to what extent relocation services are offered, and

3. Determine the conditions under which relocation services are offered, and

4. Provide relocation information counseling at the earliest possible date after selection of an employee and prior to an employee transferring within/between DoD Components or to another agency, and

5. Determine how counseling provided will be monitored and evaluated.

5926 ELIGIBILITY CONDITIONS AND LIMITATIONS

A. Eligible Employee. Relocation services may be offered if an employee:

1. Transfers from one PDS to another in the Gov't's interest (not primarily for the employee's convenience/ benefit, or at the employee's request (other than answering a vacancy announcement)), and

2. Signs a service agreement.

B. Person Not Covered. Relocation services must not be offered to:

1. A new appointee;

2. An employee assigned under the Gov't Employees Training Act (5 USC §4109); or

3. An employee assigned/transferred to/from a foreign PDS except an employee eligible for:

a. Residence transaction expenses reimbursement in par. 5908-D, and

b. PM services IAW Ch 5, Part B15b.

C. Limitations. If the employee violates the service agreement terms, the Gov't reserves the right to recover, from the employee, all payments made on the employee's behalf to the relocation company IAW Ch 5, Part B11.

D. TCS. A service agreement is not required for PM services, IAW par. 5936, for a TCS.

5928 PROCEDURAL REQUIREMENTS AND CONTROLS

A. Employee Option. Once relocation services have been offered to the employee, the employee must be given the option to accept or reject the offer.

B. Dual Benefits Prohibited. Once an employee accepts relocation services, reimbursement to the employee must not be allowed for expenses authorized in other JTR Parts that are similar to expenses/service costs paid under the relocation service contract (CBCA 647-RELO, 9 Aug 2007 and FTR, §302-12.5).

C. Payment Restrictions

1. An eligible employee must meet the title requirements in par. 5908-G.

2. A DoD component must not make payment to a relocation company that benefits an ineligible individual. Example: There is joint residence ownership by an eligible employee and a non-Gov't employee. The benefits derived from relocation services accrue proportionally to the eligible and ineligible parties. Only the share applicable to the eligible employee may be paid. This situation is addressed for direct reimbursement of real estate expense under par. 5908-H. The same logic and provisions apply regarding relocation services.

D. Maximum Home Value

1. Under the DoD relocation contract the maximum home value for which home sale services are payable is $750,000, unless waived by the funding activity.

2. If a home is sold under a home sale program at a price exceeding $750,000, the employee is responsible for any additional costs unless the maximum is waived IAW component regulations.

E. Order

1. Relocation Services authorization must be on the original PCS order, even if contingent on circumstances (e.g., hardship situations after an aggressive attempt to sell the home) ICW App I, par. C5a(2)(g).

2. An exception may be made if mandatory authorization (BRAC move) was omitted through error or inadvertence in preparing the order (GSBCA 16437-RELO, 22 Sep 2004).

CHAPTER 5: PERMANENT DUTY TRAVEL

PART B: EMPLOYEES ONLY

SECTION 15: RELOCATION SERVICES

SUBSECTION b: PROPERTY MANAGEMENT (PM) SERVICES

5930 GENERAL

A. Purpose. The purpose of property management allowances is to reduce the Gov't's relocation costs by using the property management allowance in place of allowances for the sale of the employee's residence; and to relieve an employee transferred to OCONUS duty stations from the cost of maintaining a home in CONUS during the tour of duty.

B. When PM Services May Be Authorized

1. A DoD Component may permit PM services use when the PCS is in the Gov't's interest.

2. Payment for PM services is to assist an employee in offsetting costs associated with retaining a residence at the old PDS from which the employee commuted daily to the old work location.

3. Payment for PM services may be authorized when an employee:

a. Transfers in the Gov't's interest to a foreign PDS; or

b. Is assigned to a foreign PDS, is transferred back to a CONUS/non-foreign OCONUS PDS different than the one from which the employee left when transferred to the foreign PDS, and the employee is eligible to sell a residence with Gov't expense reimbursement; or

c. Transfers within the U.S. (including to/from/between non-foreign OCONUS areas) and is eligible to sell a residence with Gov't expense reimbursement; or

d. Is authorized a TCS (Ch 5, Part B13).

NOTE: In pars. 5930-B3b and 5930-B3c above, PM services are in lieu of the sale of the employee's residence at Gov't expense.

C. Obtaining PM Services. PM services may be:

1. Obtained under the DoD National Relocation Program contract , or

2. Employee-procured rental agency services with reimbursement of normal and customary property management fees NTE 10% of monthly rental amount or to authorize reimbursement up to 10% of established monthly rental value.

D. PM Services. PM services are intended to assist an employee manage a residence at the old PDS as a rental property. The services include:

1. Obtaining a tenant;

2. Negotiating the lease;

3. Inspecting the property regularly;

4. Managing repairs and maintenance;

5. Enforcing lease terms;

6. Collecting the rent;

7. Paying the mortgage and other carrying expenses from rental proceeds and/or the employee's escrow funds;

8. Accounting for the transactions and providing periodic reports to the employee; and

9. Similar services.

E. Income Tax Consequences of PM Services

1. The IRS and state and local authorities determine the degree to which an employee is taxed on the amount of PM services expenses that the Gov't:

a. Pays a relocation service company, or

b. Reimburses an employee.

2. The DoD Component must pay the employee a RIT allowance for additional Federal, State and local income taxes incurred on PM services expenses paid to the:

a. Relocation company for service to the employee, or

b. Employee for self-procured PM services.

3. The employee should be advised to consult with a tax advisor:

a. To determine the tax consequences of these payments, and

b. On maintaining the residence as a rental property.

F. Ineligible Employee. An employee ineligible for PM services payment is:

1. A new appointee;

2. An employee assigned under the Gov't Employees Training Act (5 USC §4109); and

3. An employee transferring between PDSs both of which are in foreign areas. NOTE: Relocations within a foreign area, or from one foreign area to a different foreign area do not affect previously authorized PM services for a residence at the employee's last PDS in a CONUS/non-foreign OCONUS area as long as the employee continues to meet the requirements of par. 5932.

5932 PM SERVICES PAYMENT FOR AN EMPLOYEE TRANSFERRED TO A FOREIGN PDS

A. General

1. A DOD Component, through the Secretarial Process, may authorize PM services payment on behalf of an employee when:

a. A transfer to a foreign PDS is in the Gov't's interest;

b. The employee and/or a member(s) of the employee's immediate family hold title to a residence that the employee would be eligible to sell at Gov't expense under pars. 5908 or 5924 if transferred to/within the

U.S.; and

c. The employee signs a service agreement.

2. PM services payment may be authorized only on a residence at an employee's last CONUS/non-foreign OCONUS PDS from which the employee transferred to a foreign PDS.

B. PM Services Payment Duration. PM services payment may be made from the time an employee transfers to a foreign PDS until one of the following occurs, the employee:

1. Transfers back to a CONUS/non-foreign OCONUS PDS;

2. Completes the tour of duty at the PDS and remains there, but does not sign a new service agreement/renewal agreement, or

3. Separates from Gov't service.

C. PM Services Continuation. To ensure that payment for PM services continues after completing a tour of duty, an employee must sign a new service agreement that includes, at the command's discretion, PM services continuation.

5934 PM SERVICES PAYMENT FOR AN EMPLOYEE TRANSFERRED TO A CONUS/NON-FOREIGN OCONUS PDS

A. Authorized PM Services. The AO may authorize PM services:

1. Only for a residence at the old PDS (CONUS/non-foreign OCONUS) from which the employee commuted daily to the work location.

2. When an employee is transferred:

a. Back to a CONUS/non-foreign OCONUS PDS different than the one from which the employee transferred to a foreign PDS; or

b. Within CONUS/non-foreign OCONUS areas

3. Only if:

a. The employee's transfer is in the Gov't's interest;

b. The employee and/or a member(s) of the employee's immediate family hold title to a residence that the employee is eligible to sell at Gov't expense under par. 5908 or 5924;

c. PM services are to the Gov't's advantage and more cost effective for the Gov't than the sale of the employee's residence; and

d. The employee has signed a service agreement incident to a CONUS/non-foreign OCONUS area PCS.

B. PM Services in Lieu of Residence Sale. If PM services are offered, the employee then has the option to accept or decline such services in lieu of selling the residence with the Gov't reimbursing expenses.

C. Repayment of PM Expenses. An employee is not required to repay PM expenses paid by the Gov't for a residence in the CONUS/non-foreign OCONUS area while the employee was assigned at a foreign PDS if the employee elects to sell a CONUS/non-foreign OCONUS area residence at Gov't expense when transferred from a foreign PDS to a CONUS/non-foreign OCONUS PDS different than the one from which transferred to the foreign PDS.

D. Residence Sale after Electing PM Services (FTR §302-15.11 and 302-15.70)

1. An employee, who is offered and elects PM services, may later elect to sell the residence within the applicable time limitation of Ch 5, Part B14 with the Gov't reimbursing expenses per DoD Component regulations IAW par. 5928-E. This authority does not extend to an employee enrolled in the Home Sale Program.

2. Payment for residence sale with the Gov't reimbursing expenses is NTE the maximum amount in par. 5912-B1, less the amount paid for PM services.

3. If the amount paid for PM services equals/exceeds the maximum amount in par. 5912-B1, no reimbursement is allowed for residence sale.

E. PM Services Payment Duration

1. PM services payment is NTE 1 year from the employee's transfer effective date.

2. For transfers within the CONUS/non-foreign OCONUS areas (e.g., both PDSs are in the CONUS/non-foreign OCONUS area), an extension under par. 5908-C, NTE one additional year, may be allowed.

5936 PM SERVICES PAYMENT FOR AN EMPLOYEE AUTHORIZED A TCS

A. General. An employee, authorized PM services ICW a TCS under Ch 5, Part B15b, is authorized PM services for the residence at the previous CONUS/non-foreign OCONUS PDS from which the employee commuted daily to the work location provided the employee and/or a member of the employee's immediate family holds title to the residence.

B. PM Services Payment Duration. Authority for PM services payment is from the time the employee transfers to the temporary official station until one of the following occurs, the:

1. Employee transfers back to the PDS;

2. Employee separates from Gov't service;

3. Temporary official station becomes the PDS; or

4. End of the 30th month following transfer to the TCS duty station.

C. Residence Sale Incident to Temporary Official Station Becoming the PDS. An employee, authorized PM expenses for residence sale because the temporary official station becomes permanent, is required to repay PM fees paid under par. 5936 after the temporary official station becomes the employee's PDS.

CHAPTER 5: PERMANENT DUTY TRAVEL

PART B: EMPLOYEES ONLY

SECTION 15: RELOCATION SERVICES

SUBSECTION c: HOME MARKETING INCENTIVE PAYMENTS

5938 GENERAL (FTR §302-14)

A. Purpose

1. The home marketing incentive payment:

a. Is intended to reduce the Gov't's relocation costs by encouraging a transferred employee, who participates in the home sale program, to independently and aggressively market, and find a buyer for, the residence.

b. Significantly reduces the fees/ expenses a DoD Component must pay to a relocation services company and effectively lowers the relocation program cost.

2. An employee enrolled in the Home Sale Program is limited to the payment limitations in par. 5944.

3. Subsequent reimbursement is not authorized IAW par. 5928-B for real estate transaction and unexpired lease expense allowances (par. 5908-A2) or property management (PM) services (par. 5934-D1) after enrolling in the Home Sale Program.

B. Definitions

1. Amended Value Sale. Home sale transaction that occurs when the relocating employee receives a bona fide offer from a qualified potential buyer before the employee has accepted an appraised value offer from the relocation services company (RSC). The RSC amends its offer to match the net outside sale price.

2. Appraised Value Sale. Type of home sale transaction that occurs when the relocating employee accepts the offer from the RSC to buy the employee's home based upon the average of a specific number of appraisals conducted by designated certified appraisers.

3. Buyer Value Option (BVO). Home sale transaction with procedures the same as the amended value program except that the buy-out offer from the RSC is based on a bona fide offer received by the employee from a qualified buyer after marketing by the employee and prior to appraisals being ordered. Once the offer is determined to be bona fide, the RSC offers to buy the home from the employee at a price based on the outside sale price.

4. Home Marketing Incentive Payment. Payment made to a transferred employee to encourage the employee to independently and aggressively market the employee's residence and find a qualified potential buyer.

5. Home Sale Program. A program under which a relocation services company, under contract with DoD, purchases a transferred employee's residence at the higher of either a market based or appraised value offer, then independently markets, and sells the residence.

C. Tax Consequences. Subject to IRS, state and local requirements:

1. A home marketing incentive payment is income.

2. A DoD Component must withhold, and the employee may be liable for, federal, state, and local income taxes.

3. No authority exists to pay a WTA or a RIT allowance to offset the Federal, state and local income taxes on the incentive payment.

5940 ELIGIBILITY

A DOD Component may offer a home marketing incentive to an employee who is authorized to transfer; and who otherwise meets the requirements for residence sale with the Gov't reimbursing expenses.

5942 PAYMENT CONDITIONS

A. Eligible Employee. To qualify for a home marketing incentive payment, an employee must:

1. Enter the residence in the DoD Component's home sale program,

2. Independently and aggressively market the residence,

3. Find a buyer for the residence as a result of independent marketing efforts,

4. Transfer the residence to the relocation company through which the buyer completes the sale, and

5. Meet any additional conditions established by the DoD Component.

B. Relocation Services Fee. The DoD Component must pay a reduced fee/expenses to the relocation company as a result of the employee's independent marketing efforts.

C. Authorization (FTR §302-14.101(c)). The following offices have been delegated the authority to authorize payment of a home marketing incentive payment:

1. Army: A commander of an Army Command, commander of an Army Service Component Command, Commander/Superintendent of a Direct Reporting Unit, and the Administrative Assistant to the Secretary of the Army (AASA). For purposes of this designation, the Principal Officials of Headquarters, Department of the Army (HQDA), their staff and other elements, including Field Operating Agencies, Staff Support Agencies and those Direct Reporting Units not covered above (to include the U.S. Army Acquisition Support Center) fall under the purview of the AASA. This authority may be re-delegated at the commander's/agency head's discretion, but no lower than the local commander or activity head.

2. Navy: Major Claimants.

3. Marine Corps: The heads of Marine Corps activities/commands.

4. Air Force: AFPC/DPIFSA
555 E. Street West, STE 1
Randolph AFB, TX 78150-5771

Only an employee traveling under Civilian Career funding may be authorized.

5. DoD Components: Each DoD agency must determine whether a Home Marketing Incentive payment is authorized and make certain each agency employee knows who to contact for information.

5944 MAXIMUM AMOUNT PAYABLE

A. Payment Limitations

1. The DoD Component determines the home marketing incentive payment amount; however, the payment may not exceed the least of:

a. One to five percent of the price the relocation service company paid when it purchased the residence from the employee; or

b. $10,000; or

c. One half of the savings realized from the reduced fee/expenses paid as a result of the employee finding a bona fide buyer with whom the sale is closed.

2. If no savings are realized, a home marketing incentive may not be paid.

B. Payment Examples. The percentages shown are for illustrative purposes only.

1. Example 1

a. The relocation company gives the employee a buyout offer of $150,000 for the residence.

b. The DoD Component decides how much of an incentive they wish to pay (1% to 5%).

c. If a 1% incentive is paid, the incentive computed under this item for comparison to the other two items is $1,500 ($150,000 x 1%) = $1,500).

d. A 3% incentive is $4,500 ($150,000 x 3% = $4,500).

e. A 5% incentive is $7,500 ($150,000 x 5% = $7,500).

2. Example 2

a. The relocation company gives the employee an “amended value” or “amend-from-zero” offer or closes an “assigned sale” offer that matches the outside buyer’s $150,000 offer.

b. The service cost to the DoD Component for the relocation company to provide the regular “guaranteed home sale” service is 20.84% of the appraised value of the home.

c. An “amended value”, “amend-from-zero”, or “assigned sale” offer home sale service cost is 12.43% of the amount of the outside buy offer.

d. The Service is willing to pay a 4% incentive under par. 5944-A1a.

e. A regular “guaranteed” appraised value offer is $150,000 x 20.84% = $31,260 service fee to the relocation company for providing the home sale service.

f. The “amended” or “amend-from-zero” or “assigned sale” offer is $150,000 x 12.43% = $18,645 service fee to the relocation company.

g. In this example:

(1) The 4% incentive is $6,000 ($150,000 x 4% = $6,000).

(2) The flat limitation of $10,000, and one half of the savings realized is $6,307.50.

(3) There is a service fee savings to the DOD Component of $12,615 ($31,260 - $18,645 = $12,615).

(4) One half of $12,615 = $6,307.50.

(5) Based on the comparison of $6,000), $10,000 and $6,307.50, the employee receives $6,000.

CHAPTER 5: PERMANENT DUTY TRAVEL

PART B: EMPLOYEES ONLY

SECTION 16: RIT ALLOWANCE

5946 RIT ALLOWANCE

A. Purpose

1. The RIT allowance reimburses an eligible transferred employee for the additional Federal, State, and local income taxes incurred by the employee (or by an employee and spouse if a joint tax return is filed) as a result of reimbursement, or payment, of certain travel and transportation expenses and relocation allowances that are not excludible from gross income for Federal income tax purposes. FTR, Part 302-17/5 USC §5724b.

2. A domestic partner is not a spouse and the employee cannot be reimbursed for additional Federal, State, and local income taxes incurred by the employee's domestic partner if a joint tax return is filed) (1 USC §7).

B. Payments/Reimbursements. RIT allowance:

1. Does not include reimbursement for employment type taxes (e.g., Federal Insurance Contributions Act and Federal Unemployment Tax Act). Unless the payments or reimbursements qualify for exclusion from gross income, they constitute additional compensation to the employee.

2. Payment is:

a. Authorized for income taxes paid to the Commonwealths of Puerto Rico and the Northern Mariana Islands, and the U.S. possessions (67 Comp. Gen. 135 (1987)); and

b. IAW calculation procedures in FTR, Part 302-17.

CHAPTER 5: PERMANENT DUTY TRAVEL

PART B: EMPLOYEES ONLY

SECTION 17: RENEWAL AGREEMENT TRAVEL (RAT)

5950 RAT LEAVE

A. General. An employee, and the employee's accompanying dependents, may be eligible to receive travel and transportation allowances for returning home between OCONUS tours of duty. This Part applies to an employee serving OCONUS tours of duty. See pars. 5950-C and 5950-D for an employee serving tours of duty in AK or HI.

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

B. Eligibility Requirements for All OCONUS Areas

1. Eligibility. An employee must meet the requirements in par. 5950-B2 to be eligible for the allowances in par. 5950-A.

2. Requirements. Prior to departure from the OCONUS PDS an employee must have:

a. Satisfactorily completed the prescribed tour of duty (par. 5840-C and App Q, par. C for prescribed tours of duty), and

b. Entered into a new written service agreement for another tour of duty at an OCONUS PDS; (the new service agreement covers costs incident to travel to the employee's actual residence or alternate location IAW pars. 5950-N1, 5950-N2, and 5950-N3 and return and any additional cost paid by the Gov't as a result of the employee's transfer to another OCONUS PDS at the time of the tour RAT), and

c. (For HI or AK) Eligibility under pars. 5950-C and 5950-D.

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

1. Serving a tour of duty in AK or HI; or

2. En route to a PDS in AK or HI under a written service agreement to serve a tour of duty; or

3. Engaged in tour RAT and have entered into a new written service agreement to serve another tour of duty in AK or HI.

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

1. The travel and transportation allowances for RAT in this Part may not be authorized for an employee assigned, appointed, or transferred to a PDS in AK or HI after 8 September 1982, unless the DoD Component involved determines that payment of these expenses is necessary for recruiting/retaining an employee for a tour of duty in AK or HI.

2. This authority may be used only when required to fulfill DoD Component staffing needs for mission accomplishment. Use of these provisions is intended to ensure the availability of a well-qualified employee or an employee with special skills and knowledge who is not otherwise available in the local area, and to fill

remote area positions.

3. DoD Component written material must prescribe criteria and guidelines to determine the need for RAT.

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

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

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

E. Allowable Travel and Transportation

1. An eligible employee and dependent(s) is authorized transportation (including transportation to and from common carrier terminals) from the OCONUS PDS to the employee's actual residence at the time of assignment to the OCONUS PDS.

2. Transportation also is authorized from the actual residence to an OCONUS PDS; except for AK and HI. When AK and HI are involved, the return must be to a PDS in the same State (AK or HI) as the PDS at which the employee served immediately prior to RAT (par. 5950-C).

3. See par. 2400 for the mandatory use of TMCs for transportation arrangements.

4. See par. 5950-L for per diem.

5. POC mileage is not authorized for RAT while on an OCONUS tour (FTR, §302-4.301).

F. RAT Denial/Delay

1. RAT Denial. Except for teachers as in par. 5950-P, RAT may be denied only when the employee:

a. Is being processed for separation, or

b. Is going to be involved in a RIF, or

c. Has a removal action pending, or

d. Has been reassigned to a U.S. position, or

e. Is to be reassigned to a CONUS position ICW rotation on a similar program that precludes a required period of service completion under a renewal agreement.

2. RAT Delay

a. General

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

(2) RAT at Gov't expense may not be denied to an employee who has earned it except IAW par. 5950-F1.

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

material.

(4) RAT ordinarily is performed between OCONUS tours of duty (par. 5842-C2). Travel at a later date, within a tour of duty, may be authorized/approved by the employee's OCONUS commander (B-232179, 6 October 1989) subject to leave being granted IAW personnel written material.

b. Delay at Management's Request

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

(a) The employee is engaged on a project that is scheduled for completion within a reasonable time,

(b) There is a temporary personnel shortage, or

(c) For other good reasons.

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

c. Delay at the Employee's Request. An employee may request an extension of the initial tour (or tour then in effect) to permit leave scheduling to accommodate personal/job related reasons acceptable to and permitted by the OCONUS commander concerned (par. 5840-C3). In this case, the employee's tour after performing RAT and returning to the OCONUS PDS is the greater of:

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

(2) 12 months.

d. Limits on OCONUS Assignments. A delay in performing RAT should not be authorized if the resulting extension to the new tour, or requirement to serve 12 months following return to the OCONUS PDS, requires the employee to remain at the OCONUS PDS beyond any 5 year (or other year) limit on OCONUS assignments contained in personnel written material, unless the employee is not affected by, or has been released from, the 5 year (or other year) OCONUS service limitation (par. 5840-C5).

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

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

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

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

teachers IAW par. 5950-P.

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

I. Baggage Transportation

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

2. Excess Baggage

a. Excess accompanied baggage weight allowance for each traveler is 100 lbs./person (gross weight).

b. The 100 lb. weight limit does not include free checkable accompanied baggage.

3. Unaccompanied Baggage (UB). UB:

a. Is authorized for up to 100 lbs./person (net weight).

b. Does not accompany the traveler, but is transported separately by air (e.g., via postal service, FEDEX, etc.).

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

1. 350 lbs. of UB for each eligible adult, and

2. 175 lbs. of UB for each dependent under age 12.

The allowable weight is limited to baggage necessary to accommodate the employee's reasonable needs for additional clothing/personal effects. Up to 100 lbs. excess accompanied baggage is authorized in addition to that allowed in par. 5950-I. Transportation under par. 5950-J is in place of UB the employee may be authorized to transport under the provisions of par. 5950-I.

NOTE: See par. 5656-B for UB ICW PDT.

K. HHG SIT. See Ch 5, Part B for up to 90 days of HHG SIT.

L. Per Diem

1. An Employee is Authorized Per Diem during the Allowable RAT Travel Periods between the OCONUS PDSs and the Authorized RAT Destination. No per diem is authorized for the employee's dependent incident to RAT when the employee returns to the same OCONUS PDS for duty. However, when the employee is to report to a different OCONUS PDS for duty, after leave, per diem is allowable for a dependent while en route, limited to the constructed time by the usual transportation mode and route directly between old and new OCONUS duty stations. See par. 5950-E for allowable travel and transportation allowances.

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

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

incident to RAT. See the Standard CONUS per diem rate or par. 2025 for the current Standard CONUS per diem rate.

Renewal Agreement Travel				
1. An employee and spouse performed RAT from OCONUS to CONUS, and return to the same OCONUS PDS.				
2. Itinerary	9/1	Depart OCONUS residence in Frankfurt, GE, at 0730 Arrive CONUS residence at 2230		
	9/2 – 9/30	Leave		
	10/1	Depart CONUS residence at 1400		
	10/2	Arrive OCONUS at 1015		
3. The employee is authorized per diem since actual time exceeds 12 hours. See par. 5550-B.				
4. Maximum per diem rate at time of travel $142 ($91/ $51) and OCONUS PDS per diem rate is $239 ($131/ $108). (The destination per diem rate applicable for RAT to CONUS is the Standard CONUS per diem rate.)				
5. Reimbursement:		9/1	75% x $51 (M&IE) =	$ 38.25
		9/2- 9/30	No per diem	0.00
		10/1	75% x $108 =	$ 81.00
		10/1 – 10/2	75% x $108 (M&IE) =	$ 81.00
Total Reimbursement				$200.25
6. Par. 5550-B applies and the destination M&IE rate ($51) is used for computing per diem for that day since travel from Frankfurt to Chicago began and ended on the same day.				
7. On the return trip, the M&IE rate applicable to the OCONUS PDS (destination) is used for computing per diem. See par. 5550-B2a & 5550-B3.				
8. Per diem for dependents is not authorized for RAT.				

M. Leave Status during Absence from Duty. The written material concerning leave of a Service or DoD Component applies regarding the employee's leave 'status'. Certain limitations may apply to teachers in the DoDEA IAW par. 5950-P.

N. Alternate Destination

1. Authorization

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

(1) A CONUS/non-foreign OCONUS location, or

(2) The country of the employee's actual residence.

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

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

d. The policy constructed airfare (App A) is to be used for constructed cost purposes (App P, par. A, FTR §301-10.112 and 62 Comp. Gen. 596 (1983)).

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

a. Example 1

Employee's PDS is in OCONUS Location A and the actual residence is CONUS Location B. There is no city pair airfare between OCONUS Location A and CONUS Location B.	
The policy constructed airfare (App A) between OCONUS Location A and CONUS Location B (incorporating some city pair airfare connections):	$1,200
Employee desires to utilize RAT to CONUS Location C.	
City pair airfare to/from CONUS Location C:	$1.400
Least expensive policy-constructed airfare to/from CONUS Location C:	$1,600
Since transportation to/from CONUS Location C is more expensive than transportation to/from CONUS Location B, no city pair airfare may be used to/from CONUS Location C.	
The employee's financial responsibility is $1,600 of which $1,200 is reimbursable.	

b. Example 2

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

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

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

a. Does not meet the conditions in par. 5950-P,

b. Is merely routed through the country of actual residence en route to another country, or

c. Travels to various points for personal reasons (e.g., a "travel tour").

5. Administration. An alternate destination:

a. Is determined in advance of travel and stated in the order,

b. Omitted from the order may be later added to the order as an amendment, or

c. May be specifically approved on the reimbursement voucher if permitted by finance written material.

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

O. Limitations

1. HHG. There is no authority (ICW RAT) for HHG transportation except for necessary UB IAW pars. 5950-I and 5950-J. Signing the renewal agreement ICW RAT can be the basis for reestablishing expired authority for HHG and dependent transportation to the extent of a prior order that was unused (38 Comp. Gen. 653 (1959)).

2. Unaccompanied Dependents. See par. 5950-G for an unaccompanied dependent's travel and transportation authority.

3. Destination Point Relocation. RAT authority does not apply if an employee's travel destination is to a place other than in the country or area in which the actual residence is located.

4. Duplicate Eligibility. Duplicate transportation is not authorized for persons who may be separately eligible for RAT as an employee and as a dependent (i.e., a couple, each with RAT authority, can only travel once. Each may not travel again as a 'dependent' of the other).

5. RAT ICW other Travel. An employee may not be required to combine RAT with any other funded leave transportation program or travel allowance. An employer may not require that RAT be combined with any other funded leave transportation program or travel allowance.

P. DoD Education Activity (DoDEA)Teacher

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

2. Exceptions

a. General

(1) A teacher is authorized to travel to a CONUS/non-foreign OCONUS location on the first portion of RAT authority to attend an accredited college/university.

(2) Travel to the OCONUS area may be accomplished under the return portion of RAT authority upon completion of the study period.

(3) Par. 5950-G (Unaccompanied Dependent Travel) is exclusive of any time the teacher is actively enrolled at the college/university in a CONUS/non-foreign OCONUS location.

(4) The exceptions in par. 5950-P2 may be authorized/approved during a period of continuous service IAW pars. 5950-P2b and 5950-P2c.

b. Reassignment at Management's Request

(1) Under RAT authority, after completing 1 school-year of service on a current service agreement, any teacher who is reassigned at management's request from one 2-year area to another 2-year area, may return to the CONUS/non-foreign OCONUS actual residence during the summer vacation.

(2) The normal routing between the two PDSs must be through a CONUS/non-foreign OCONUS location and the teacher must sign a new renewal agreement for the new area of assignment.

(3) Other reassignments at management's request do not qualify for RAT travel and must be limited to travel by direct routing as a PCS movement between the two PDSs.

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

c. Attendance at an Accredited College/University

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

(a) Under an agreement to attend an accredited college/university,

(b) Pursuing courses for professional preparation/advancement that are related to the present/planned needs of the DoDEA, or

(c) Pursuing other specific professional preparations meeting current DoDEA requirements, or

(d) Attending courses that are required for continued certification in the teacher's home State.

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

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

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

(a) Course(s) completion, or

(b) Reasons for not completing the course(s).

(5) A teacher who returns to a CONUS/non-foreign OCONUS location under the exception in par. 5950-P1 begins a new 2-school-year cycle under the renewal agreement upon return to the OCONUS area.

d. Attendance at an Accredited College/University Incident to Authorized Extended Leave of Absence. Round trip RAT may be authorized for the purpose of furthering professional growth in the case of a teacher who is authorized a leave of absence to attend an accredited college/university in a CONUS/non-foreign OCONUS location provided the teacher:

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

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

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

(a) Acceptable evidence of intent to attend an accredited college/university to pursue a course of study leading to a higher degree or for graduate work in a chosen field,

(b) Evidence that the course of study is not feasible through other means,

(c) Proof/acceptance of the course of study, and

(d) Information regarding successful course completion.

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

3. HHG Storage between School Years. See par.5662-A.

a. Conditions. See par. 5662-A for HHG storage between school years.

b. In Addition to SIT. Authority for storage between school years (par. 5662-A) is in addition to authority for SIT ICW HHG shipment. Storage under these two authorities may overlap in time.

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

d. Administrative Arrangements

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

(2) The TO is responsible for storage arrangements.

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

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

f. Consecutive School Terms in Different Locations

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

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

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

Q. Dependent Transportation

1. When Authorized. Dependent transportation may be authorized ICW the employee's RAT and subject to the conditions in this Part, the dependent transportation cost is NTE the Gov't's cost for transportation to the employee's authorized destination.

2. Dependent Eligibility. A dependent is authorized round trip transportation ICW the employee's renewal agreement, provided that the dependent:

a. Traveled to the OCONUS PDS within the prescribed 1- year limit, or

b. Became a dependent at the OCONUS area by marriage, birth, or adoption before the employee began round-trip travel under a renewal agreement.

3. Authorization Limitations. A dependent:

a. At the OCONUS PDS may:

(1) Accompany the employee, and/or

(2) Travel before/after the employee but only after the employee has met RAT eligibility requirements and the renewal agreement is in place.

b. Who did not travel to an OCONUS PDS during the preceding tour (including newly acquired dependents), is authorized one-way transportation to the PDS ICW the employee's renewal agreement.

c. Uses RAT to travel to the OCONUS PDS for the first time and may travel at different times than the employee or with the employee on return to the OCONUS PDS.

d. Travels, performed after the employee's RAT, must be completed within 6 months of the employee's RAT start date.

e. May be authorized RAT only when the employee performs RAT (35 Comp. Gen. 101 (1955)).

4. New Tour at Different OCONUS PDS. If the employee's new tour is at a different OCONUS PDS, a dependent who does not accompany the employee on RAT but remains at the old OCONUS PDS, is authorized to travel from the old to the new PDS.

5. TDY at the Expiration of Leave Prior to Returning to the OCONUS PDS. The dependent may return to the OCONUS PDS after the leave, when the employee:

a. And dependent travels to the actual residence for leave before beginning a new OCONUS tour, and

b. Performs TDY or attends a training course after the leave but before returning to the OCONUS PDS.

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

Renewal Agreement Travel (RAT) Relocation Allowances (FTR, Part 302–3.209)	
DOD Component Must Pay/Reimburse:	DOD Component Has Discretionary Authority to Pay/Reimburse:
1. Transportation for employee and immediate family member(s) (Ch 5, Part B and FTR, Part 302–4). 2. Per diem for employee only (par. 5950-L and FTR, Part 302–4).	1. HHG shipment to PDS (par. 5950-O). 2. Dependent transportation to PDS (par. 5950-G).

S. Travel and Transportation Funding

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

2. Return to a Different OCONUS PDS

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

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

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

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

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

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

a. An employee:

(1) Who:

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

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

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

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

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

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

e. Travel and transportation expenses for separation are funded IAW par. 5516-D.

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

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

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CHAPTER 6: EVACUATIONS

PART A: MEMBERS ONLY

SECTION 1: AUTHORIZED/ORDERED OCONUS MOVEMENTS

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6000 REFERENCES

A. Title 37, USC §475a.

B. DoDD 3025.14, "Evacuation of U.S. Citizens and Designated Aliens from Threatened Areas Abroad", 26 February 2013.

C. DoD Services: see DoD 7000.14-R "Military Pay, Policy, and Procedures," Volume 9, Ch 7, Evacuation Allowances.

6005 GENERAL INFORMATION

A. General. An evacuation (see par. 6010-C) must be caused by unusual/emergency circumstances, such as:

1. War,
2. Riots,
3. Civil uprising/unrest,
4. Adverse political conditions,
5. Host government denial/revocation of permission to remain,
6. National/natural disasters,
7. Epidemics, or
8. Similar conditions of comparable magnitude.

B. Application. The evacuation applies to:

1. A command and a non-command sponsored dependent who is permanently residing at/in the member's PDS vicinity, at the time the evacuation is authorized/ordered. A non-command sponsored dependent is authorized transportation only – no safe haven allowances.

2. A command sponsored dependent en route to the member's:

   a. PDS, or

   b. PDS vicinity

   to establish a permanent residence with the member.

3. A dependent student authorized to travel to the member's PDS, under par. 5151;

4. A dependent who permanently resides at a:

   a. Member's former PDS vicinity following the member's assignment elsewhere, or

   b. PDS vicinity (other than the member's current PDS) incident to an order ICW the member's unaccompanied tour of duty,

if the dependent's departure is authorized/ordered by competent authority from the PDS vicinity at which the dependent permanently resides and the dependent actually moves to an authorized safe haven designated by that authority.

5. The dependent of a member assigned to an OCONUS PDS who dies before the dependent is evacuated from the PDS or while the dependent is in an evacuation status from there. When a member whose dependent(s) is receiving evacuation allowances dies, the evacuation allowances continue for the dependent(s) in the same manner as if the member had not died.

C. Member's Travel Status

1. The statute pertaining to a dependent's evacuation (37 USC §475a), does not apply to a member.

2. A member, ordered to depart an area being evacuated, must be in a TDY or PCS status.

D. Funding. The fund cites chargeable for evacuation allowances for a member's dependent are listed below, or a website/POC is provided.

1. Army

   021 2020 20172017 202010D17 431398VHUR 21T0 5049589333 40580394 021001

2. Navy

   Chief of Naval Operations (N130C)
   701 S. Courthouse Road
   Building 12, Room 3R180
   Arlington, VA 22204-2472
   PHONE: (703) 604-5476/7/4 (commercial) DSN 664
   EMAIL: NXAG_N130C@navy.mil

3. Air Force (The "#" should be replaced with the current FY.)

   a. Officer Dependent Travel: 57#3500 32# 5710.0D 525725

   b. Officer Dependent Per Diem: 57#3500 32# 5710.0K 525725

   c. Enlisted Dependent Travel: 57#3500 32# 5810.0D 525725

   d. Enlisted Dependent Per Diem: 57#3500 32# 5810.0K 525725

4. Marine Corps

   Marine Corps Order (MCO) 4650.37A, the Marine Corps Travel Instruction Manual (MCTIM), by HQMC-P&R (RFF).
   See News & Features, HQMC Finance Policy at:
   https://www.manpower.usmc.mil/webcenter/portal/MRAHome

5. Coast Guard

USCG Commandant (CG-832)
2703 Martin Luther King JR Ave SE
STOP 7618
Washington DC 20593-7618
PHONE: (202) 372-3577 (commercial)
See the Financial Resource Management Manual (COMDTINST M7100.3E) for evacuation funds at:
https://www.uscg.mil/ppc/tvl.asp#PPCTravelHurricane/EvacuationOrderGuidance2016

6. NOAA

Director, CPC
8403 Colesville Road
Suite 500, ATTN: CPC1
Silver Spring, MD 20910-6333
FAX: (301) 713-4140 (commercial)
PHONE: (301) 713-3444 (commercial)

7. USPHS

Director
Division of Commissioned Corps Personnel and Readiness
1101 Wootton Parkway
Tower Building PL 100
ATTN: Travel Coordinator
Rockville, MD 20852
FAX: (240) 453-6141 (commercial)
PHONE: (240) 453-6059 (commercial)

E. Evacuation Allowance Payments

1. Authorized Payment. The allowances authorized by this Part, may be paid to one or more of the following individuals:

a. The member's evacuated command sponsored dependent spouse;

b. Any command sponsored dependent age 18 or older, if at a different location than the spouse; or when there is no spouse present;

c. The member (as the natural guardian) for a command sponsored dependent who is under age 18; and/or

d. The member's dependent spouse, any dependent at least age 18, or the member (as the natural guardian) under the circumstances in par. 6005.

2. Payment Limitation. A dependent is authorized evacuation allowances only if the dependent actually evacuates the home.

F. When Allowance Payments Are Made. Allowances authorized in this Part, are paid beginning on the date that the official (see par. 6015-Al or 6015-A2) authorizes/orders an evacuation.

G. Written Order

1. Evacuation travel may be required to begin before a written order can be issued due to emergency situations (par. 6005).

2. Under emergency circumstances, an oral order may be given by any medium (including telephone).

3. When an oral order is given, the AO must promptly issue a confirmatory written order, including the oral order date, IAW par. 010206.

H. Funds Advance

1. Travel and Transportation Allowances

a. Travel and transportation allowances (including safe haven allowances) in this Part, may be paid in advance when an order is issued for the dependent's/escort's travel from the evacuation area.

b. An advance of safe haven allowances (authorized under par. 6015-B) may not exceed the estimated amount for 30 days at the safe haven/designated place.

c. Transportation advances (see par. 010204) must be issued ***only*** to provide sufficient funds to cover necessary expenses incurred for:

(1) A dependent while traveling to and while at the safe haven/designated place, or

(2) An escort traveling to and from the safe haven/designated place.

2. DLA. DLA (see par. 6015) may be paid to the member designated dependent in advance of the dependent(s) travel to the designated place.

3. Pay

a. A pay advance furnishes an evacuated dependent with funds for travel, food, and other needs.

b. The member designates the advance amount, NTE 2 month's basic pay.

c. The pay advance is payable, to the dependent, in one or more installments.

d. The Secretary Concerned may waive recovery of not more than 1 month's advanced basic pay when such recovery would be against equity and good conscience or against the public interest.

e. References

a. DoD. DoD FMR, Vol. 7A, Military Pay, Policy, and Procedures.

b. USCG. COMDTINST M7220.29, U.S. Coast Guard Pay Manual.

c. Implementing Procedures. See individual Service pay and allowance manual(s).

6010 DEFINITION OF TERMS USED IN THIS PART

A. Designated Place. As used in this Part, a designated place is a location the evacuated dependent selects within the range of possible locations allowed, as the place where they should establish a permanent residence when competent authority determines that return to the PDS should not take place or is not expected to take place in the near future. A command sponsored dependent transported to a designated place incident to an evacuation must establish a permanent residence thereat as soon as practicable.

B. Evacuated Dependent. A dependent (App A) who is:

1. Residing in a command sponsored/non command sponsored status at/in the member's PDS vicinity, at the

time of the evacuation;

2. Command sponsored, but temporarily absent from the member's PDS or its vicinity;

3. Command sponsored and en route to the member's PDS or its vicinity to establish a residence with the member;

4. A dependent student who, had it not been for the evacuation, would have traveled to the member's PDS under par. 5151, but who instead travels (or converts the current location) to a safe haven or designated place; or,

5. Residing at/in the member's former PDS vicinity following the member's assignment elsewhere or who resides at/in a PDS vicinity (other than the member's PDS) incident to the member's order to an unaccompanied tour of duty, if competent authority authorized/ordered a dependent's departure from the PDS at/in the vicinity of which the dependent resides and the dependent actually moves to an authorized safe haven designated by that authority.

C. Evacuation. The authorized/ordered dependent's movement from a specific OCONUS area, when authorized/ ordered by the appropriate authority in par. 6015-A. Evacuation refers to movement or departure from one area to another. Both areas may be in the same city/country, or each may be in a different city/country.

D. Safe Haven

1. Named Location. A location anywhere in the world named in the evacuation order, or subsequent modification to that order, to which a dependent is directed to relocate on a temporary basis to await a decision by competent authority to either return to the OCONUS PDS or proceed to a designated place.

2. CONUS. If CONUS is named the safe haven in the evacuation order, an evacuee, upon arrival at the CONUS POD, must select the exact CONUS safe haven location to which they are traveling at Gov't expense.

6015 RESPONSIBILITIES

A. Authorizing/Ordering an Evacuation

1. Foreign Areas

a. The decision to evacuate a dependent from an OCONUS foreign area rests with the DoS.

b. In appropriate circumstances, such as Presidential declaration of national emergency or directed reinforcement of U.S. Armed Forces in a theatre, or to accommodate force protection or antiterrorism considerations, the SECDEF, after consultation with the Secretary of State, may authorize the evacuation of all DoD noncombatants.

c. The SECDEF's authority does not apply to noncombatants attached to DoD Attaché Offices, Marine Security Guard Detachments, DoD elements or personnel that form an integral part of the U.S. Country Team, and others as determined between the COCOM Commander and the Chief of Mission. See Memorandum of Agreement between DOS and DoD, 14 July 1998.

d. If timely communication with the DoS is not possible or there is no DoS presence in the area concerned, the COCOM Commander or the senior commander in the country concerned or the DoD Attaché is responsible for authorizing/ordering an evacuation of the area.

e. The DoD (USD (P&R) DSN: (312) 224-2798, COML: (703) 614-2798) is primarily responsible for a dependent's evacuation at the U.S. Naval Base, Guantanamo, Cuba (DoDD 3025.14, 26 February 2013).

2. Non-foreign OCONUS Areas. The following officials are responsible for authorizing/ordering an

evacuation of the member's dependents from non-foreign OCONUS areas:

a. The Secretary of Defense or the Secretary's designated representative (Principal Deputy Under SECDEF (Personnel and Readiness (PDUSD (P&R)) for dependents of a DoD component member, including the Coast Guard when operating under the Department of the Navy by agreement with the Secretary of Homeland Security;

b. The Secretary of Homeland Security, or the Secretary's designated representative (Commandant (CG-13) COML (202) 475-5395), for the dependent of a Coast Guard member;

c. The Secretary of HHS, or the Secretary's designated representative (Director, Division of Commissioned Corps Personnel and Readiness, COML (240) 453-6059), for the dependent of a PHS member;

d. The Secretary of Commerce, or the Secretary's designated representative (Commissioned Personnel Center, COML (301) 713-3444), for the dependent of NOAA Corps member;

e. The Secretary of the Army, Navy, or Air Force, or the Secretary's designated representative, for the dependent of a member of the respective Services (including the Coast Guard when operating under the DoN by agreement with the Secretary of Homeland Security);

f. The head of a DoD component (App A) or designated representative;

g. The commander of a U.S. Installation (App A) or Coast Guard District Commander (for the dependent of a Coast Guard member) or designated representative; and

h. The commander, director, head, chief or supervisor of an organization or office.

B. Evacuation to a Safe Haven or a Designated Place. The anticipated evacuation duration is the key to determining if a dependent should travel to a safe haven or a designated place. If the circumstances making an evacuation necessary are expected to improve so that the evacuated dependent can return to the member's PDS, the dependent is evacuated to a safe haven. If circumstances are not expected to improve, the dependent is evacuated to a designated place.

1. Original Safe Haven Location Designation. The original safe haven location is ordinarily designated by the DoS, with DoD coordination. DoD has primary responsibility for designating the original safe haven when the evacuation is from the U.S. Naval Base, Guantanamo, Cuba, or a non-foreign OCONUS area.

a. If the CONUS location is named in the evacuation order as the original safe haven, an evacuee must select the exact CONUS safe haven location to which they travel at Gov't expense.

b. If the U.S. is named in the evacuation order as the original safe haven, for:

(1) DoD Services. An evacuee must select the exact CONUS safe haven. Safe havens outside the CONUS but in a non-foreign OCONUS area (App A) must be authorized/approved by PDUSD (P&R). Secretary of State authority is not required for an alternate safe haven in the CONUS or a non-foreign OCONUS area.

(2) Non-DoD Services. An evacuee must select an exact U.S. safe haven location.

2. Alternate Safe Haven Location Designation

a. DoD Services

(1) Per DSSR 614, DoS (Under Secretary of State for Management Office) (USS (Mgt) authority is required for designation of an alternate foreign OCONUS safe haven.

(2) The member's command should request USS(Mgt) clearance through the Chief of Mission of the US Embassy in the country where the member is assigned and the member must include that clearance with their request to PDUSD(P&R).

(3) Following Secretary of State authority, the PDUSD (P&R)) may authorize/approve requests for reimbursement of travel and transportation expenses to an alternate foreign OCONUS safe haven location for an evacuated dependent.

(4) The PDUSD (P&R) must also authorize/approve all requests for evacuees to move from one safe haven location to another when circumstances warrant for the travel expenses to be reimbursed.

(5) While determinations are made on a case by case basis, justification must consider family support at the requested designation, collocation with the service member at an alternate work site, or similar rationale to attest that relocation is in the Gov't's best interest.

(6) Secretary of State authority is not required for an alternate safe haven in a non-foreign OCONUS area (App A).

b. Non-DoD Services. The Secretarial Process following Secretary of State authority (through the Under Secretary of State for Management's Office) may authorize/approve an alternate safe haven, including transportation from one safe haven to another. Secretary of State authority is not required for an alternate safe haven in the U.S.

c. Alternate Location within a Safe Haven. For all Services, the Secretarial Process must authorize/ approve an alternate location within a safe haven (e.g., within the CONUS) for an evacuated dependent and transportation at Gov't expense, when circumstances warrant, for evacuation allowances to be based on the alternate location. That is, an evacuee must obtain formal permission to change safe haven even if the change is within the same state.

3. OCONUS Designated Place Designation. The Secretary Concerned or designated representative is the authority to authorize/approve an OCONUS designated place.

C. Safe Haven Status Termination and Directing a Dependent to Select a Designated Place

1. DoD Services. For DoD Services the USD(P&R) has responsibility to determine when an evacuated dependent at a safe haven must optionally select a designated place and move thereto, or select the current safe haven as the designated place.

2. Non-DoD Services. For non-DoD Services, authority is vested in the Secretarial Process.

D. Evacuation Status Termination

1. DoD Services. For DoD Services, the USD(P&R) terminates evacuation status and authorizes a dependent to return to the OCONUS PDS.

2. Non-DoD Services. For non-DoD Services, authority is vested in the Secretarial Process.

CHAPTER 6: EVACUATIONS

PART A: MEMBERS ONLY

SECTION 1: AUTHORIZED/ORDERED OCONUS MOVEMENTS

SUBSECTION b: DEPENDENT TRANSPORTATION

6020 DEPENDENT TRANSPORTATION

A. General. Par. 6020 provides for necessary dependent's relocation incident to an evacuation, to include the dependent of a member assigned to an OCONUS PDS who dies before/during an evacuation of that PDS. Authorization for dependent's transportation under par. 6020 is the same as that authorized for PCS. The accompanied baggage is limited to the free checkable baggage the carrier allows. However, if the carrier providing the transportation allows excess accompanied baggage, the individual acting as the TO in the area being evacuated, or the AO, as appropriate, may authorize/approve excess accompanied baggage on the applicable transportation document when the circumstances deem it necessary.

B. Command-sponsored Dependent and Dependent Student at/in the OCONUS PDS Vicinity at the Time an Evacuation Is Authorized/Ordered. A command-sponsored dependent and/or a dependent student authorized to travel under par. 5151, who is at/in the member's PDS vicinity when the evacuation is authorized/ ordered, is authorized transportation to a safe haven or to a designated place if competent authority directs the travel. A dependent is residing 'in the PDS vicinity' when residing in the foreign area, or non-foreign OCONUS area, within which the PDS is located. When a member resides with the dependent and commutes to the PDS from a place located in an adjacent country (except the United States), the dependent also is residing in the member's PDS vicinity. A dependent, who was moved at Gov't expense to the member's OCONUS PDS and who became age 21 at the PDS, is a dependent for this Part. Further, such dependent, and any dependent transported under par. 6020-B who turns age 21 at the safe haven or designated place while the member is serving at the OCONUS PDS, is the member's dependent while at the safe haven or designated place, as applicable, and for the purpose of return transportation to the member's OCONUS PDS under par. 6020-I1a.

C. Dependent Residing at/in an OCONUS Station Vicinity (Other than Member's Duty Station) at the Time an Evacuation Is Authorized/Ordered. A dependent who is residing at/in the vicinity of a member's former duty station following the member's assignment elsewhere, or who resides at/in the vicinity of a duty station (other than the member's duty station) incident to an authorization/order ICW the member's unaccompanied tour of duty, when an evacuation of the duty station at/in the vicinity of which the dependent resides is authorized/ordered, is authorized transportation to a safe haven or to a designated place if competent authority directs such travel. A dependent, who was moved at Gov't expense to the member's former duty station or a duty station (other than the member's duty station) and who became age 21, is a dependent for this Part. Further, such dependent, and any dependent transported under par, 6020-C who turns age 21 at the safe haven or designated place while the member is serving at the OCONUS PDS, is the member's dependent while at the safe haven or designated place, as applicable, and for the purpose of return transportation to the location from which evacuated.

D. Dependent Temporarily Absent from a Member's PDS when an Evacuation is Authorized/Ordered

1. Command-sponsored Dependent Who Is Temporarily Absent from the Member's PDS when an Evacuation Is Authorized/Ordered. A command-sponsored dependent, who has established a residence at/in the member's OCONUS PDS vicinity but 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 to be retained in a safe haven status at the place at which the dependent is located when the evacuation is authorized/ordered, or be furnished transportation to another safe haven or a designated place, whichever competent authority considers appropriate. Safe haven allowances begin on the date return travel to the PDS would have begun had their return not been prevented by the evacuation. Only one departure is permitted per evacuee under an evacuation authorization/order.

2. Dependent Student Attending School in the United States when an Evacuation Is Authorized/Ordered. When a dependent is attending school in the United States and the member is authorized transportation for that dependent to the PDS under par. 5151, the safe haven or designated place, as applicable, replaces the member's PDS as the destination authorized under par. 5151. If the dependent student joins other family members at the safe haven or designated place, the dependent student is authorized one round trip between the school and the safe haven or designated place, as applicable, under this Part. If the dependent student is the member's only dependent, and if CONUS is named in the evacuation authorization/order as the safe haven, the dependent student is authorized transportation to and from the exact safe haven location within CONUS that the dependent student or member selects. Such transportation has no effect on the dependent student travel authorization between the school and the member's OCONUS PDS under par. 5151.

E. Command-sponsored Dependent and Dependent Student En Route to the Member's OCONUS PDS when an Evacuation Is Authorized/Ordered. When an evacuation of the member's OCONUS PDS is authorized/ordered, and the member's command-sponsored dependent, or dependent student traveling under par. 5151:

1. With a port call for the travel to the member's PDS or with official authorization to travel to the member's PDS on personally-procured transportation subject to Gov't reimbursement (i.e., it was not intended to issue a port call for that dependent travel), and

2. Who have disestablished their residence and moved to temporary accommodations in preparation for performing such travel to the member's PDS,

must be requested to remain where they are (their interim safe haven) awaiting a decision to authorize their onward travel to the PDS, to another safe haven, or to a designated place. For a dependent with a port call, the official issuing the port call must ascertain the appropriate action to take in each case from the member's Service headquarters and furnish timely notification to the dependent concerned. For a dependent without a port call, the Service member's AO determines the appropriate action to take in each case and furnishes timely notification to the dependent concerned. The dependent is authorized transportation from the place at which evacuation notification was received to the safe haven or the designated place, whichever the official implementing the State Department evacuation instructions considers appropriate. A dependent, who has disestablished a residence after receipt of a port call or official authorization to travel to the member's OCONUS PDS, and who has moved or must move to temporary accommodations before beginning the travel to the member's OCONUS PDS, has departed from the former residence and is en route to the member's PDS. "Disestablishment of a residence" includes a situation in which a house is sold and a contract signed which specifies a date for moving out and closing the sale of the house or a lease has been terminated and cannot be reinstated. A dependent who has neither received a port call nor official authorization to travel to the member's PDS is not authorized any transportation under this Part. See par. 6025-F for safe haven allowances payable.

F. Command-sponsored Dependent and Dependent Student at Safe Haven Are Authorized/Ordered to Move to Another Safe Haven or to a Designated Place. When competent authority directs or authorizes/approves a command-sponsored dependent or dependent student evacuated to a safe haven under par. 6020 to move from that safe haven to another safe haven or to a designated place, dependent's transportation is authorized/approved to that new safe haven or designated place.

G. Non-command-sponsored Dependent. A non-command-sponsored dependent at the member's OCONUS PDS when the evacuation is authorized/ordered is authorized transportation to a safe haven or designated place, whichever the authority authorizing/ordering the evacuation considers appropriate. A non-command-sponsored dependent who is en route to, but has not yet arrived at, the PDS when the dependent's evacuation is authorized/ ordered, is not authorized any transportation under this Part.

H. Allowances for an Escort for a Dependent Incapable of Traveling Alone due to Age, Physical or Mental Incapacity, or Other Extraordinary Circumstances

1. General. Travel and transportation allowances provided in par. 6020-H2 are payable to a member, a U.S. Gov't civilian employee, or a person who travels under an official travel authorization/order as an escort for a dependent evacuated under Ch 6, Part A, who is incapable of traveling alone between the member's PDS and

the safe haven or designated place, whichever applies, due to age, physical or mental incapacity, or other extraordinary circumstances. Round-trip transportation, one-way transportation, or transportation via the point to which the dependent must be escorted, as applicable, is authorized. The travel and transportation allowances authorized by par. 6020-H may be paid in advance.

2. Travel and Transportation Allowances

a. Member as Escort. While a member is performing escort duty under par. 6020-H to escort the dependent(s) between the OCONUS PDS and the safe haven or designated place, the member is authorized travel and transportation allowances as for all other TDY.

b. U.S. Gov't Civilian Employee as Escort. While a U.S. Gov't civilian employee is performing escort duty under par. 6020-H, the employee is authorized the allowances in regulations issued by the employee's agency or department for TDY. For travel and transportation allowances for a U.S. Gov't civilian employee designated as an escort, see par. 5093.

c. Person Other Than Member or Civilian Employee as Escort. A person other than a member or U.S. Gov't civilian employee, whose travel is authorized as an escort for a dependent(s) under par. 6020-H, is issued an ITA. See App E. Individuals designated to travel as escorts are authorized travel and transportation allowances in the same manner as authorized for a U.S. Gov't civilian employee.

I. Subsequent Authorization for a Dependent's Transportation when the Evacuation Status Is Canceled for a Member's PDS

1. Command-sponsored Dependent and Dependent Student

a. Transportation to the Member's PDS. When the situation at the OCONUS PDS permits, for the DoD Services, the USD(P&R) can authorize an evacuated dependent who is a command-sponsored dependent or dependent student to travel to the member's OCONUS PDS. For the non-DoD Services, that authority is vested in the Secretarial Process. When that authority has been granted, a command-sponsored dependent at a safe haven or designated place is authorized transportation to the member's current OCONUS PDS provided the member has at least 60 days remaining in the tour at the OCONUS PDS on the dependent's scheduled arrival date there. If less than 60 days remain in the member's tour on the dependent's scheduled arrival date, transportation from the safe haven or designated place, as applicable, to the member's OCONUS PDS must not be allowed unless authorized by the Secretarial Process. Transportation so authorized must not exceed transportation from the safe haven or designated place, whichever applies. A dependent evacuated to a safe haven or designated place under par. 6020-B, who had become age 21 at the OCONUS PDS before the evacuation, or who turned age 21 while at the safe haven or designated place, is the member's dependent for the purpose of return transportation to the member's OCONUS PDS. An evacuated dependent who was at a member's previous PDS or an OCONUS designated place incident to the member's unaccompanied tour is authorized return transportation to the location from which evacuated under these conditions.

b. Travel for Medical/Passport Reasons Prerequisite to Return to Member's PDS. A command-sponsored dependent required to travel from the safe haven location or designated place to obtain a passport or for medical screening prerequisite to returning to the member's PDS, is authorized one of the following for authorized round-trip travel:

(1) Gov't-owned or Gov't-procured transportation, or

(2) Transportation-in-kind, or

(3) Reimbursement for the actual cost of personally-procured commercial transportation, limited to what it would have cost to provide Gov't-procured transportation, or

(4) The automobile TDY mileage rate for the official distance when a POC is used.

When two or more command-sponsored dependents travel together by POC, only the POC operator is authorized the TDY mileage allowance. Additional safe haven allowances or reimbursement for meals and lodging are not authorized ICW this travel.

2. Non-command-sponsored Dependent. A non-command-sponsored dependent, who has been transported to, diverted to, or retained at an OCONUS safe haven incident to an evacuation, is furnished transportation to the member's PDS from the safe haven when the USD(P&R) has authorized a DoD Service member's dependent, and the Secretarial Process has authorized a non-DoD Service member's dependent, to return to the member's PDS. A non-command-sponsored dependent who has been transported to a safe haven in CONUS incident to an evacuation must not be furnished transportation to the member's PDS from the safe haven except when authorized/approved by the USD(P&R) for the DoD Services and the Secretarial Process for the non-DoD Services.

CHAPTER 6: EVACUATIONS

PART A: 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 lodging while at a safe haven/designated place or traveling in foreign areas is not separately reimbursable. It is part of the per diem rate used to compute the safe haven evacuation allowances. The 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 par .020307, 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 3, Part A. 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 par. 0203 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 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 or 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 or 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. 5151, 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. 5151 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 lodging while at a safe haven/designated place or traveling in foreign areas is not separately reimbursable. It is part of the per diem rate used to compute the safe haven evacuation allowances. The VAT relief certificate cost is separately reimbursable if the certificate is used to avoid paying the lodging tax.

4. Laundry/dry cleaning/pressing of clothing expenses are included in the Incidental Expense portion of per diem in OCONUS locations and are not reimbursable. 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 per diem rate, 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 (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 31st to the 180th 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 31st to 180th days)
Lodging Tax:	$5.60
Total:	$167.10 (The actual daily amount (including lodging tax) paid for the three dependents' costs on the 31st to the 180th 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 (age 12 or older)	$40	$44	$84
Child (age 12 or older)	$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 M&IE 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 31st 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 31st day to the 180th day is determined as follows:

(d) Beginning on the 31st 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 31st day to the 180th 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 (age 12 or older)	$24 ($40 x 60%)	$26.40 ($44 x 60%)	$50.40
Child (age 12 or older)	$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 31st to the 180th 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 M&IE 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 31st to the 180th 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 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 (age 12 or older)	$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 31st 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 31st day to the 180th day as follows:

	M&IE	Max Lodging	Total
Member's spouse:	$33.60 ($56 x 60%)	$81.60 ($136 x 60%)	$115.20
Child (age 12 or older)	$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 31st to the 180th 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 31st to the 180th 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 x 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 days x $333.75/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.

CHAPTER 6: EVACUATIONS

PART A: MEMBERS ONLY

SECTION 1: AUTHORIZED/ORDERED OCONUS MOVEMENTS

SUBSECTION d: HHG TRANSPORTATION

6035 HHG TRANSPORTATION

A. General

1. HHG. A member with a dependent is authorized HHG transportation (including UB as defined in App A) as noted below incident to a dependent's evacuation from the member's PDS. Up to 18,000 pounds of HHG may be moved and stored for the member at Gov't expense minus any weight of HHG otherwise already in storage at Gov't expense. When a dependent selects a designated place outside the U. S., any tax consequences (ex., import tax) that result from transporting HHG there are the member's/dependent's responsibility. NTS of HHG in excess of 18,000 lbs. is not authorized at Gov't expense. A member who personally procures the HHG transportation authorized below is authorized reimbursement IAW par. 5210-D, unless the member has a PCS authorization/order, in which case reimbursement is under pars. 5210-D or 5210-E.

2. UB. UB items may be transported separately from HHG in an amount not to exceed 350 lbs. for each dependent age 12 or older, and 175 lbs. for each dependent under age 12. The 1,000-lb expedited shipment mode limitation (and exception authority) in par. 5210-B applies to a UB shipment made under this Part. The 1,000-lb limitation applies to the total UB transported for the member's family. See par. 6035-B.

3. Air Freight Allowance and Air Freight Replacement Allowance. An air freight allowance for UB may be authorized/approved as in par. 6035-A2 for authorized/ordered departure from and return to PDS trips. If the air freight allowance is not used to transport UB because of circumstances beyond the evacuee's control, an air freight replacement allowance (in lieu of an air freight allowance for travel from the PDS) may be authorized/ approved to help defray costs of items ordinarily part of the authorized air freight shipment which must be purchased. The flat amounts are as follows: one evacuated dependent: $250; two evacuated dependents: $450 (total); three or more evacuated dependents: $600 (total). No receipts are required for this allowance. Even when the air freight replacement allowance is authorized incident to travel from the PDS, evacuees are still eligible for an air freight allowance when/if they return to the PDS.

B. HHG at the PDS when an Evacuation Is Authorized/Ordered. A member, whose HHG are at/in the member's PDS vicinity when the evacuation is authorized/ordered is authorized HHG transportation under pars. 6035-B1 and 6035-B2. The official serving as the TO in the area being evacuated is the authority for transporting UB by expedited mode and for granting increases to the 1,000-lb maximum by commercial air under par. 5210-B. That official may authorize/approve commercial air use and/or any weights above 1,000 lbs. via commercial air if the dependent needs the items immediately or soon after arrival at the safe haven or designated place, as appropriate. NOTE: Non-temporary storage also may be appropriate for vacating Gov't quarters to meet an unusual Service operational requirement. See par. 5222--B1c.

1. A Dependent Is Directed to Move to Safe Haven. When a dependent is directed to move to a safe haven under par. 6020, the member is authorized transportation of:

a. UB for the dependent, and

b. those HHG items authorized/approved by competent authority as needed for the dependent's comfort and well-being at the safe haven

from the member's foreign OCONUS PDS and/or from NTS to the safe haven.

2. A Dependent Is Directed to Select a Designated Place. When a dependent is directed to select a designated place and move to that designated place, or convert the safe haven to a designated place, the member is authorized HHG transportation from the member's OCONUS PDS and/or from NTS to the designated place and/or placement in NTS.

C. HHG En Route to the PDS when an Evacuation Is Authorized/Ordered

1. Gov't-arranged HHG Transportation. Competent authority must make every reasonable effort to stop the forward movement of HHG to the member's PDS when a member's HHG are en route to the PDS via a Gov't-arranged move, or have been turned over to the Gov't for transportation to the member's PDS, when the PDS evacuation is authorized/ordered, and, if the dependent is directed to:

a. Travel to a safe haven, UB for the dependent and HHG items which competent authority authorized/ approved as needed for the evacuated dependent's comfort and well-being at the safe haven may be diverted to the safe haven, and/or the shipment (or shipment remainder) may be diverted to NTS. When HHG shipments contain HHG that must be earmarked for both NTS and for transportation to the dependent, the sorting of such shipments to send part of the HHG to NTS and part to the dependent is accomplished at Gov't expense.;

b. Move to a designated place, HHG may be diverted to the designated place and/or the shipment (or shipment remainder) may be diverted to NTS. When HHG shipments contain HHG that must be earmarked for both NTS and for transportation to the dependent, the sorting of such shipments to send part of the HHG to NTS and part to the dependent is accomplished at Gov't expense.

c. Remain in place at the old PDS, a temporary withdrawal of HHG which competent authority authorizes/approves as being needed for the dependent's comfort and well-being at the old PDS, and/or transportation of the remainder to NTS and/or the OCONUS PDS for member's use. The sorting of such HHG and repacking and transportation when the dependent is either authorized to proceed to the evacuated PDS or move to a designated place is accomplished at Gov't expense.

If efforts fail to stop the forward movement of HHG and they arrive at the PDS after the evacuation is authorized/ordered, the member is authorized HHG transportation under par. 6035-B1.

2. A Member Who Personally Arranges for HHG Transportation. When a member personally arranges for HHG transportation by any means and those HHG are en route to the PDS when the evacuation is authorized/ordered, efforts to direct the HHG to the safe haven, designated place, and/or NTS as appropriate remain the member's personal responsibility. If the HHG subsequently arrive at the member's PDS, the member is authorized HHG transportation under par. 6035-B. Additional necessary expenses for sorting, repacking, and additional shipment of HHG as covered in par. 6035-C1 are added to the Gov't's costs for comparison computation.

D. HHG Transportation Incident to an Authorized or Directed Movement of a Dependent from a Safe Haven and when a Dependent Converts the Safe Haven to a Designated Place

1. Dependent Moves between Safe Havens. When a dependent is authorized/directed to proceed between safe havens, the member is authorized transportation of:

a. UB,

b. HHG (other than UB items) which had been transported to the former safe haven under par. 6035-B or 6035-C, and

c. Authorized HHG items(other than UB items) acquired while at the safe haven which competent authority determines was necessary for the evacuated dependent's comfort and well-being at the safe haven,

between safe havens.

2. Dependent Moves from a Safe Haven to a Designated Place. When a dependent at a safe haven is directed to select, and move to, a designated place, the member is authorized transportation of:

a. UB,

b. HHG (other than UB items) which had been transported to the former safe haven under par. 6035-B, 6035--C, or 6035-D1, and

c. Authorized HHG (other than UB items) acquired while at the safe haven which competent authority authorizes/approves as having been necessary for the evacuated dependent's comfort and well-being at the safe haven,

d. HHG at the member's PDS, and/or

e. HHG in NTS

to the designated place. This includes short distance HHG transportation from one address to another address in the same city, town, or metropolitan area. As an alternative to transporting HHG to the designated place, the member may place HHG in NTS under par, 6035-D2.

3. Dependent Converts the Safe Haven to a Designated Place. When a dependent at a safe haven is directed to select a designated place and the safe haven is converted to a designated place, the member is authorized HHG transportation:

a. At the member's PDS, and/or

b. In NTS

to the designated place (i.e., formerly the safe haven). As an alternative to transporting HHG to the designated place, the member may place HHG in NTS under par. 6035-D3. The member is also authorized short distance HHG transportation from one address to another address in the same city, town, or metropolitan area for:

a. UB transported to the safe haven,

b. HHG (other than UB items) which had been transported to the safe haven under par. 6035-B, 6035-C, or 6035-D1, and

c. Authorized HHG (other than UB items) acquired while at the safe haven which competent authority authorizes/approves as having been necessary for the evacuated dependent's comfort and well-being at the safe haven,

4. Dependent Moves from the Safe Haven to the Member's PDS

a. Member Not in Receipt of a PCS Authorization/Order from the Evacuated Area. When a dependent is authorized to return from a safe haven to the member's PDS under par. 6020-I, the member is authorized transportation of:

(1) UB,

(2) HHG (other than UB items) which had been transported to the safe haven under par. 6035-B, 6035-C, or 6035-D1,

(3) Authorized HHG (other than UB items) acquired while at the safe haven which competent authority authorizes/approves as having been necessary for the evacuated dependent's comfort and

well-being at the safe haven, and/or

(4) HHG, acquired by the dependent, which are authorized/approved by the Service Concerned as necessary replacements of like items lost or destroyed at the OCONUS PDS ICW the unusual or emergency circumstances which resulted in the evacuation of the area,

from the safe haven to the member's residence at/in the OCONUS PDS vicinity, or the member's HHG at the safe haven may be placed in NTS for the member's tour remainder at the OCONUS PDS, as appropriate. HHG cannot be transported to the member's OCONUS PDS under par. 6035-D4 unless at least 12 months remain to be served at the member's OCONUS PDS after the date the HHG are scheduled to arrive there or unless the Secretarial Process authorizes an exception to that 12-month requirement.

b. Member in Receipt of a PCS Authorization/Order from an Evacuated Area. When a member receives a PCS authorization/order while a dependent is at a safe haven, the member is authorized transportation of:

(1) UB and other HHG (other than the UB items) which had been transported to the safe haven under par. 6035-B, 6035-C, or 6035-D1, and

(2) Authorized HHG and UB acquired while at the safe haven for the evacuated dependent's comfort and well-being at the safe haven,

from the safe haven to which the dependent was evacuated under Ch 6, Part A, to the destination(s) authorized ICW the member's PCS authorization/order. The authorization that applies for the transportation accrues to the member on the PCS authorization/order.

E. HHG Transportation Incident to an Authorized Dependent's Movement from a Designated Place to the Member's PDS

1. Member Not in Receipt of a PCS Authorization/Order from an Evacuated Area. When a command-sponsored dependent is authorized to travel from the designated place to the member's PDS under par. 6020-I1a, the member is authorized transportation of:

a. HHG (includes UB) transported to the designated place under this Part,

b. Authorized HHG acquired while at the designated place for the evacuated dependent's comfort and well-being at the designated place, and those which are authorized/approved by the Service Concerned as replacements of like items lost or destroyed at the OCONUS PDS ICW the unusual or emergency circumstances that resulted in the evacuation of the area, and/or

c. HHG in NTS,

to the member's residence at/in the OCONUS PDS vicinity, or the member's HHG at the designated place may be placed in NTS for the member's OCONUS tour remainder, as appropriate. If the dependent(s)/ member requests HHG transportation to the member's OCONUS PDS from which evacuated, the HHG may be transported to the PDS only if at least 12 months remain on the member's tour after the date the HHG are scheduled to arrive there or if the Secretarial Process authorizes an exception to that 12-month requirement. The fact that HHG transportation from the designated place to the member's PDS from which evacuated may not be authorized due to less than 12-months remaining on the member's tour after the projected HHG arrival does not negate the authority to have the HHG at the designated place placed in NTS for the member's OCONUS tour remainder.

2. Member in Receipt of a PCS Authorization//Order from an Evacuated Area. When a member receives a PCS authorization/order while a dependent is at a designated place, the member is authorized HHG transportation from the designated place to which the dependent was evacuated under Ch 6, Part A, to the destination(s) authorized ICW the member's PCS authorization/order. The authority that applies for the transportation accrues to the member on the PCS authorization/order.

CHAPTER 6: EVACUATIONS

PART A: MEMBERS ONLY

SECTION 1: AUTHORIZED/ORDERED OCONUS MOVEMENTS

SUBSECTION e: POV TRANSPORTATION

6040 POV TRANSPORTATION

A. POV Transportation Incident to Dependent's Evacuation

1. POV Transportation to Safe Haven. Transportation of a POV at Gov't expense to a safe haven is not authorized.

2. POV Transportation to the Designated Place. When a dependent goes to a designated place, competent authority may authorize/approve the transportation, including any overland transportation required, of one POV (owned by the member or a member's dependent and for the member's personal use or for the dependent's use) located in the PDS area, en route to the PDS, or at a port/VPC awaiting transportation to the designated place. When a dependent selects a designated place outside the U.S., any tax consequences (ex., import tax) that result from moving the POV there are the member's/dependent's financial responsibility.

B. Subsequent Authorization when the Member Is Not in Receipt of a PCS Authorization/Order from the Evacuated Area. When a command-sponsored dependent is authorized to travel from the designated place to the member's PDS, transportation of one POV to the member's OCONUS PDS, including any overland transportation required, may be authorized/ approved provided:

1. A POV had been transported to the designated place under par. 6040-A2, and

2. At least 12 months remain on the member's tour after the date the POV is delivered to the loading port/VPC or the Secretarial Process authorizes/approves an exception to that 12-month requirement.

C. Subsequent Authorization when the Member Is in Receipt of a PCS Authorization/Order from the Evacuated Area. When a member receives a PCS authorization/order, while a dependent is at a safe haven or designated place under this Part, the authorization to POV transportation from the safe haven or designated place is that authorized ICW the member's PCS authorization/order.

D. Rental Vehicle Cost Reimbursement when the POV Arrives Late. This applies to POV transportation incident to a dependent's evacuation. If the member's (or dependent's) POV, transported at Gov't expense for the member and/or dependent's use, does not arrive at the authorized destination by the designated delivery date, the Secretary Concerned must have the member reimbursed for expenses incurred to rent a POV for the dependent's use. Reimbursement, by law, may not exceed $30 per day beginning the day a dependent first rents a POV after the designated (required) delivery date and runs for 7 days or until the date the member's POV is available for delivery to the dependent, whichever occurs first. NOTE: A POV has not arrived at the authorized destination if it is not made available for delivery to the dependent on or before the authorized (required) delivery date. The maximum reimbursement is $210. See Examples in par. 5358-E.

CHAPTER 6: EVACUATIONS

PART A: MEMBERS ONLY

SECTION 1: AUTHORIZED/ORDERED OCONUS MOVEMENTS

SUBSECTION f: MISCELLANEOUS ALLOWANCES

6045 STATION ALLOWANCES AND OHA/FSH

See pars. 9215 and 10426 for authority to continue station allowances (COLA & TLA) and housing allowances (OHA/FSH) for a member serving in an area from which a dependent is evacuated.

6050 BASIC ALLOWANCE FOR HOUSING (BAH)

See par. 10426 for BAH continuation for a member serving at a PDS in Alaska or Hawaii from which a command-sponsored dependent is evacuated, and BAH authority when a command-sponsored dependent establishes a permanent residence at a designated place in the United States following an evacuation from an OCONUS location.

6055 FAMILY SEPARATION HOUSING (FSH)

For FSH ICW a dependent's evacuation, see par. 10426 for a DOD member, COMDTINST M7220.29 (Series), "U.S. Coast Guard Pay Manual", Chapter 3 (for a Coast Guard member) and Service pay regulations for a NOAA Corps or USPHS member.

6060 DISLOCATION ALLOWANCE (DLA)

DLA helps to cover the otherwise un-reimbursed expenses a member with dependents incurs in relocating the household incident to an evacuation. When a command-sponsored dependent is evacuated to a designated place under par. 6020, a DLA (see Table 5G-1) is payable. DLA is also payable when return travel for a command-sponsored dependent is authorized under par. 6035-E from the designated place to the member's PDS. A DLA is not payable incident to relocation of a dependent to a safe haven. The prohibition in par. 5450 against more than one DLA payment in a fiscal year does not apply when a DLA is paid incident to an evacuation. A member is not authorized a DLA on behalf of a non-command-sponsored dependent.

6065 CONUS COLA

For authority for CONUS COLA during an evacuation, see par. 8036.

6070 PET TRANSPORTATION AND QUARANTINE

A. General. A member is authorized transportation and quarantine for up to two household pets (defined as a cat or dog) incident to an evacuation from a foreign PDS.

B. Pet Transportation. A member is authorized transportation to and from the safe haven location and/or to a designated place incident to an evacuation from a foreign PDS for up to two household pets the member owned at the evacuated foreign PDS. The member may be reimbursed up to the constructed cost to the Gov't for transporting the pets.

C. Pet Quarantine. The member may be reimbursed quarantine fees for up to two household pets transported from the evacuated foreign location.

D. Restrictions. A member traveling on a separation/retirement order is not authorized reimbursement for pet transportation and/or quarantine.

CHAPTER 6: EVACUATIONS

PART A: MEMBERS ONLY

SECTION 2: AUTHORIZED/ORDERED EVACUATION OR LIMITED EVACUATION WITHIN CONUS

SUBSECTION a: GENERAL

6075 GENERAL INFORMATION

A. General. An evacuation or limited evacuation, as defined in pars. 6080-D and 6080-E, must be caused by unusual or emergency circumstances (such as war, riots, civil uprising or unrest, adverse political conditions, national or natural disasters, epidemics, or similar conditions of comparable magnitude). For an authorized/ordered limited evacuation, see pars. 6090-I (Transportation) and 6095-D1 (Evacuation Allowances). The evacuation and limited evacuation applies to a dependent:

1. Who, at the time the evacuation is authorized/ordered, is permanently residing at/in the member's PDS vicinity;

2. Who is en route to the member's PDS (or the member's PDS vicinity) to establish a permanent residence with the member;

3. Who permanently resides at/in a member's former PDS vicinity following the member's assignment elsewhere or who permanently resides at/in a PDS vicinity (other than the member's current PDS) incident to an order ICW the member's unaccompanied tour of duty, if the dependent's departure is authorized/ordered by competent authority from the PDS vicinity at/in which the dependent permanently resides and the dependent actually moves to an authorized safe haven designated by that authority. NOTE: A dependent that departs the former PDS and then returns at personal expense to the former PDS is not authorized travel and transportation allowances, ref. par. 6090-C.; and,

4. Of a member assigned to a CONUS PDS who dies before the dependent is evacuated from the PDS, or while the dependent is in an evacuation status from there.

When a member whose dependent(s) is receiving evacuation allowances dies, the evacuation allowances continue for the dependent(s) in the same manner as if the member had not died.

NOTE: Title 37 USC §475a, the statute pertaining to a dependent's evacuation, does not apply to a member. A member, ordered to depart an area being evacuated, must be either in a TDY or PCS status.

B. Funding. The fund cites chargeable for evacuation allowances for a member's dependent are listed below, or a website/POC is provided.

1. Army

   021 2020 20172017 202010D17 431398VHUR 21T0 5049589333 40580394 021001

2. Navy

   Chief of Naval Operations (N130C)
   701 S. Courthouse Road
   Building 12, Room 3R180
   Arlington, VA 22204-2472

   PHONE: (703) 604-5476/7/4 (commercial) DSN 664

EMAIL: NXAG_N130C@navy.mil

3. Air Force

   a. Officer Dependent Travel: 57#3500 32# 5710.0D 525725

   b. Officer Dependent Per Diem: 57#3500 32# 5710.0K 525725

   c. Enlisted Dependent Travel: 57#3500 32# 5810.0D 525725

   d. Enlisted Dependent Per Diem: 57#3500 32# 5810.0K 525725

   NOTE: The "#" should be replaced with the current FY.

4. Marine Corps

   Marine Corps Order (MCO) 4650.37A, the Marine Corps Travel Instruction Manual (MCTIM), by HQMC-P&R (RFF).

   See News & Features, HQMC Finance Policy at:
   https://www.manpower.usmc.mil/webcenter/portal/MRAHome

5. Coast Guard

   USCG Commandant (CG-832)
   2703 Martin Luther King JR Ave SE
   STOP 7618
   Washington DC 20593-7618

   PHONE: (202) 372-3577 (commercial)

   See the Financial Resource Management Manual (COMDTINST M7100.3E) for evacuation funds at:
   https://www.uscg.mil/ppc/tvl.asp#PPCTravelHurricane/EvacuationOrderGuidance2016

6. NOAA

   Director, CPC
   8403 Colesville Road
   Suite 500, ATTN: CPC1
   Silver Spring, MD 20910-6333

   FAX: (301) 713-4140 (commercial)

   PHONE: (301) 713-3444 (commercial)

7. USPHS

   Director
   Division of Commissioned Corps Personnel and Readiness
   1101 Wootton Parkway
   Tower Building PL 100
   ATTN: Travel Coordinator
   Rockville, MD 20852

   FAX: (240) 453-6141 (commercial)

PHONE: (240) 453-6059 (commercial)

C. Evacuation Allowance Payments. The allowances authorized by Ch 6, Part B, may be paid to one or more of the following individuals:

1. The member's evacuated dependent spouse, and/or

2. Any dependent age 18 or older if at a different location than the spouse or when there is no spouse present, and/or

3. The member (as the natural guardian) for a dependent who is under age 18, and/or

4. The member's dependent spouse, any dependent at least age 18 or the member (as the natural guardian) under the circumstances described in par. 6075-A3.

NOTE: A dependent is authorized evacuation allowances only if the dependent actually evacuates the home.

D. When Allowance Payments Are Made. Allowances authorized in Ch 6, Part B, are paid beginning on the date one of the officials described in par. 6080-B authorizes/orders an evacuation.

E. Written Order. Due to the emergency situations as defined in par. 6075, evacuation travel may be required to begin before a written order can be issued. Under these circumstances an oral order, conveyed by any medium including telephone, may be given. When this occurs, the AO must promptly issue a confirmatory written order, including the oral order date IAW par. 2210.

F. Funds Advance

1. Travel and Transportation Allowances

a. Travel and transportation allowances (including safe haven allowances) in Ch 6, Part B, may be paid in advance when an order is issued for dependent's/escort's travel from the evacuation area.

b. An advance of safe haven allowances authorized under par. 6095 may not exceed the estimated amount for 30 days at the safe haven/designated place, as applicable.

c. Transportation advances (par. 010204) must be issued solely to provide sufficient funds to cover the necessary expenses that might be incurred for:

1. A dependent while traveling to and while at the safe haven/designated place, or

2. An escort traveling to and from the safe haven/designated place.

2. DLA. The DLA authorized in par. 6115 may be paid to the dependent designated by the member in advance of the dependent(s) travel to the designated place.

3. Pay. A pay advance in conjunction with an evacuation from a CONUS PDS is only authorized when the SECDEF specifically designates an evacuated area as an advance pay eligible location (37 USC §1006). The pay advance furnishes an evacuated dependent with funds for travel, food, and other needs. The member designates the advance amount, NTE 2-month's basic pay. It is payable in advance to the dependent in one or more installments. The Secretary Concerned may waive recovery of not more than 1-month's advanced basic pay when such recovery would be against equity and good conscience or against the public interest. Details at DoD 7000.14-R "Military Pay, Policy, and Procedures," Volume 7, Part A (DoD Military Pay and Allowances Entitlements (DoDFMR Vol. 7A)), or the COMDTINST M7220.29 (series), U. S. Coast Guard Pay Manual" (for a Coast Guard member) and for implementing procedures, the Service pay and allowances manual, as appropriate.

6080 DEFINITION OF TERMS USED IN THIS PART

A. Designated Place. As used in this Part, a designated place is a location the evacuated dependent selects within the range of possible locations allowed, as the place where they should establish a permanent residence when competent authority determines that return to the PDS should not take place or is not expected to take place in the near future. A dependent transported to a designated place incident to an evacuation must establish a permanent residence thereat as soon as practicable.

B. Authorizing or Ordering an Evacuation or Limited Evacuation. The following officials are responsible for authorizing/ordering an evacuation or limited evacuation of a member's dependent from any CONUS location:

1. The SECDEF, or the Secretary's designated representative (USD (P&R) DSN (312) 224-2798, COML (703) 614-2798), for the dependent of a DoD component member, including the Coast Guard when operating under the Department of the Navy by agreement with the Secretary of Homeland Security:

2. The Secretary of Homeland Security, or the Secretary's designated representative (Commandant (CG-13) COML (202) 475-5395), for the dependent of a Coast Guard member;

3. The Secretary of Health and Human Services, or the Secretary's designated representative (Director, Office of Commissioned Corps Force Management, COML (240) 453-6161), for the dependent of a Public Health Service member;

4. The Secretary of Commerce, or the Secretary's designated representative (Commissioned Personnel Center, COML (301) 713-3444), for the dependent of a NOAA Corps member;

5. The Secretary of the Army, Navy, or Air Force, or the Secretary's designated representative, for the dependent of a member of the respective Service (including the Coast Guard when operating under the Department of the Navy by agreement with the Secretary of Homeland Security);

6. The head of a DoD component (App A definition) or designated representative;

7. The commander of a U.S. Installation (App A definition) or Coast Guard District Commander (for the dependent of a Coast Guard member) or designated representative;

8. The commander, director, head, chief or supervisor of a U.S. Gov't organization or office; and

9. A State authority for a National Guard member serving on active duty or full-time National Guard duty as indicated in par. 6130.

C. Evacuated Dependent. A dependent (App A) who is:

1. Residing at/in the member's PDS vicinity, at the time of the evacuation;

2. Temporarily absent from the member's PDS or its vicinity;

3. En route to the member's PDS or its vicinity to establish a residence with the member; or

4. Residing at/in the member's former PDS vicinity following the member's assignment elsewhere or who resides at/in a PDS vicinity (other than the member's PDS) incident to the member's order to an unaccompanied tour of duty, if competent authority authorized/ordered a dependent's departure from the PDS at/in the vicinity of which the dependent resides and the dependent actually moves to an authorized safe haven designated by that authority.

D. Evacuation. The authorized/ordered dependent's movement from a specific CONUS area, when authorized/ordered by the appropriate authority indicated in par. 6080-B. Evacuation refers to movement or departure from one

area to another. Both areas may be in the same city/town/county or each may be in a different city/town/county.

E. Limited Evacuation. The authorized/ordered movement of a member's dependent from a CONUS residence to the nearest available accommodations (which may be Gov't Qtrs), when authorized/ordered by the appropriate authority indicated in par. 6080-B.

F. Safe Haven

1. When an Evacuation is Authorized/Ordered. A location anywhere in the world named in the evacuation order, or subsequent modification to that order, to which a dependent is directed to relocate on a temporary basis to await a decision by competent authority to either return to the CONUS PDS or proceed to a designated place. If CONUS is named the safe haven in the evacuation order, an evacuee must select the exact CONUS safe haven location to which they are traveling at Gov't expense.

2. When a Limited Evacuation is Authorized/Ordered. The nearest available accommodations (which may be Gov't Qtrs), determined to be suitable by the appropriate authority indicated in par. 6080-B who authorized/ordered the limited evacuation, where a dependent is directed to relocate on a temporary basis to await a decision by competent authority to return to the residence.

6085 RESPONSIBILITIES

A. Authorizing or Ordering an Evacuation or Limited Evacuation. The decision to evacuate a dependent from an area rests with the individuals designated in par. 6080-B.

B. Evacuation to a Safe Haven or a Designated Place. The anticipated evacuation duration is the key to determining if a dependent should travel to a safe haven or a designated place. If the circumstances making an evacuation necessary are expected to improve so that the evacuated dependent can return to the member's PDS, dependent is evacuated to a safe haven. If circumstances are not expected to improve, the dependent is evacuated to a designated place.

1. Original Safe Haven Location Designation. The original safe haven location is ordinarily designated by the individuals designated in par. 6080-B. If CONUS is named in the evacuation order as the original safe haven, an evacuee must select the exact CONUS safe haven location to which they travel at Gov't expense.

2. Alternate Safe Haven Location Designation

a. DoD Services. The Secretary Concerned has the authority to authorize/approve an alternate safe haven for an evacuated dependent including transportation at Gov't expense from one safe haven to another safe haven when circumstances warrant.

b. Non-DoD Services. Authority is vested in the Secretarial Process.

c. Alternate Location within a Safe Haven. For all Services, the Secretarial Process must authorize/ approve an alternate location within a safe haven for an evacuated dependent and transportation at Gov't expense from one safe haven to another when circumstances warrant.

3. OCONUS Designated Place Designation. The Secretarial Process must authorize/approve an OCONUS designated place.

C. Safe Haven Status Termination and Directing a Dependent to Select a Designated Place

1. DoD Services. For DoD Services, the Secretary Concerned has responsibility to determine when an evacuated dependent at a safe haven must optionally select a designated place and move thereto, or select the current safe haven as the designated place.

2. Non-DoD Services. For non-DoD Services, authority is vested in the Secretarial Process.

D. Evacuation Status Termination

1. For DoD Services, the Secretary Concerned, terminates evacuation status and authorizes a dependent to return to the PDS.

2. In limited evacuations involving DoD Services; the authority that authorized/ordered the evacuation terminates evacuation status and authorizes a dependent to return to the residence.

3. For non-DoD Services, authority is vested in the Secretarial Process in situations in which the Secretary Concerned for the DoD Services, or the authority who authorized/ordered a limited evacuation.

4. In addition, for each Service ICW a CONUS evacuation, the Secretarial Process-determined official on a case-by-case basis may direct the dependent's evacuation allowances termination date before the evacuation period termination date. The Secretarial Process-determined official may:

a. Permit the family to return to the PDS and terminate the evacuation allowances, or

b. Require the family to go to a designated place (from a safe haven) with the resulting evacuation allowances transition,

c. Allow the evacuation status to continue until the ordered evacuation period is terminated, or

d. Allow a dependent to remain at the evacuation site with evacuation allowances, as outlined in par. 6085-E, if justified and authorized/approved on a case-by-case basis through the Secretarial Process.

E. Evacuation Safe Haven Allowance Policy. Each Service is authorized to manage evacuation allowances based on the Service's needs during the authorized evacuation period. Each Service is expected to pay evacuation allowances consistent with the dependent's status and the evacuated location conditions as noted below.

1. Evacuation allowances are based on the safe haven per diem rate and are paid at the rate of 100% for each dependent age 12 or older and 50% for each dependent under age 12 for the first 30 days. Effective day 31, those percentages are reduced to 60% and 30% respectively.

2. On a case-by-case basis, based on written justification from the family in question, continued evacuation allowances payment may be authorized/approved at 100%/50% beyond 30 days for a specific duration.

Each Service selects the authority for safe haven allowance determinations through the Secretarial Process. The authority must be an O-6/GS-15 or above at Service Headquarters level, with no further delegation of authority below that grade or staff component level.

CHAPTER 6: EVACUATIONS

PART A: MEMBERS ONLY

SECTION 2: AUTHORIZED/ORDERED EVACUATION OR LIMITED EVACUATION WITHIN CONUS

SUBSECTION b: DEPENDENT TRANSPORTATION IN VARIOUS SITUATIONS

6090 DEPENDENT TRANSPORTATION IN VARIOUS SITUATIONS

A. General. Par. 6090 provides for the necessary dependent's relocation incident to an evacuation (see par. 6090-I regarding dependent transportation incident to a limited evacuation), to include the dependent of a member assigned to a CONUS PDS who dies before/during an evacuation of the PDS. Authorization for dependent's transportation under par. 6090-A is the same as for PCS. The accompanied baggage is limited to the free checkable baggage the carrier allows. However, if the carrier providing the transportation allows excess accompanied baggage, the individual acting as the TO in the area being evacuated, or the AO, as appropriate, may authorize/approve excess accompanied baggage on the applicable transportation document when the circumstances deem it necessary.

B. At/in the Vicinity of the PDS at the Time an Evacuation Is Authorized/Ordered. A dependent, who is at/in the PDS vicinity when the evacuation is authorized/ordered, is authorized transportation to a safe haven or to a designated place if competent authority directs the travel. A dependent transported under par. 6090-B who turns age 21 at the safe haven or designated place while the member is serving at the PDS, is the member's dependent while at the safe haven or designated place, as applicable, and for the purpose of return transportation to the member's CONUS PDS under par. 6090-H.

C. Residing at/in Vicinity of a PDS (Other Than Member's Current PDS) at the Time an Evacuation Is Authorized/ Ordered. A dependent who resides at/in the vicinity of a:

1. Member's former PDS following the member's assignment elsewhere, or

2. PDS (other than the member's current PDS) incident to an order ICW the member's unaccompanied tour of duty,

when an evacuation of the PDS at/in the vicinity of which the dependent resides is authorized/ordered, is authorized transportation to a safe haven or to a designated place competent authority directs such travel. A dependent who was moved at Gov't expense to the member's former PDS or a PDS (other than the member's current PDS) and who became age 21 is a dependent for this Part. Further, such dependent, and any dependent transported under par. under par. 6090-C, who turns 21 at the safe haven or designated place while the member is serving at the PDS, is the member's dependent while at the safe haven or designated place, as applicable, and for the purpose of return transportation to the location from which evacuated. NOTE: A dependent who travels from the safe haven or designated place, at personal expense, to another location outside of the member's present PDS to include back to a former PDS, is not authorized travel and transportation allowances. COLA and BAH are based upon the member's PDS unless waived by Secretarial Process.

D. Temporarily Absent from a Member's PDS when an Evacuation Is Authorized/Ordered. A dependent who has established a residence at/in the vicinity of the member's CONUS PDS but who is temporarily absent from the PDS for any reason when the evacuation is authorized/ordered, is retained in a safe haven status at the place at which the dependent is located when the evacuation is authorized/ordered, or furnished transportation to another safe haven or a designated place, whichever competent authority considers appropriate. Safe haven allowances begin on the date return travel to the PDS would have begun had the return not been prevented by the evacuation. Only one departure is permitted per evacuee under an evacuation order/authorization.

E. En Route to the Member's CONUS PDS when an Evacuation Is Authorized/Ordered. When an evacuation of the member's CONUS PDS is authorized/ordered, the member's dependent, who has disestablished the family's

residence and moved to temporary accommodations in preparation for performing such travel to the member's PDS, is requested to remain where they are located (as an interim safe haven) awaiting a decision regarding onward travel to the PDS, to another safe haven, or to a designated place. The dependent is authorized transportation from the place at which notification of the evacuation was received to the safe haven or designated place, whichever the Service, DOD Agency or OSD official implementing evacuation instructions considers appropriate. A dependent, who has disestablished a residence in preparation for the authorized PCS travel to the member's PDS, and who has moved or must move to temporary accommodations before beginning the travel to the member's CONUS PDS, has departed from the former residence and is en route to the member's PDS. "Disestablishment of a residence" includes a situation in which a house is sold and a contract signed which specifies a date for moving out and closing the sale of the house or a lease has been terminated and cannot be reinstated. A dependent who has not received an authorization to travel to the member's PDS is not authorized any transportation or reimbursement for self-procured transportation under this Part. See par. 6095-F for safe haven allowances payable.

F. Dependent at Safe Haven Ordered/Authorized to Move to Another Safe Haven or to a Designated Place. When competent authority directs/authorizes a dependent evacuated to a safe haven under par. 6090 to move from that safe haven to another safe haven or to a designated place, dependent's transportation is authorized/approved to that new safe haven or designated place.

G. Allowances for an Escort for a Dependent Incapable of Traveling Alone due to Age, Physical or Mental Incapacity, or Other Extraordinary Circumstances

1. General. Travel and transportation allowances provided in par. 6090-G2 are payable to a member, a U.S. Gov't civilian employee, or a person who travels under an official order or travel authorization as an escort for a dependent evacuated under Ch 6, Part B, who is incapable of traveling alone between the member's PDS and the safe haven or designated place, whichever applies, due to age, physical or mental incapacity, or other extraordinary circumstances. Round-trip transportation, one-way transportation, or transportation via the point to which the dependent must be escorted, as applicable, is authorized. The travel and transportation allowances authorized by par. 6090-G may be paid in advance.

2. Travel and Transportation Allowances

a. Member as an Escort. A member is authorized TDY travel and transportation allowances when escorting the dependent between the CONUS PDS and the safe haven or designated place under par. 6090-G.

b. U.S. Gov't Civilian Employee as an Escort. A U.S. Gov't civilian employee is authorized the TDY allowances of the agency or department funding the travel when escorting a dependent under par. 6090-G. For travel and transportation allowances for a U.S. Gov't civilian employee designated as an escort and funded by DOD, see par. 5093.

c. Person other than a Member or a Civilian Employee as an Escort. A person other than a member or U.S. Gov't civilian employee, authorized to escort a dependent under par. 6090-G, is issued an ITA. See App E. An individual designated to travel as an escort is authorized the TDY travel and transportation allowances authorized for a U.S. Gov't civilian employee.

H. Subsequent Dependent's Transportation Authorization when the Evacuation Status Is Canceled for a Member's PDS. For DOD Services, the USD (P&R), may authorize an evacuated dependent to travel to the member's PDS when the situation at the CONUS PDS permits. For the non-DOD Services, that authority is vested in the Secretarial Process.

I. Dependent Transportation Incident to Limited Evacuation. Transportation allowances for a dependent incident to an authorized/ordered limited evacuation are limited to:

1. Transportation for one round trip from the evacuated residence to the nearest available accommodations (which may be Gov't quarters) and return; or,

2. Reimbursement on a mileage basis, at the TDY mileage rate in par. 020210, when a dependent uses a POC for one round trip from the evacuated residence to the nearest available accommodations (which may be Gov't quarters) and return. Reimbursement for POC use is to the vehicle operator and no reimbursement is allowed for passengers.

For safe haven allowances incident to a limited evacuation, see par. 6095-D.

CHAPTER 6: EVACUATIONS

PART A: MEMBERS ONLY

SECTION 2: AUTHORIZED/ORDERED EVACUATION OR LIMITED EVACUATION WITHIN CONUS

SUBSECTION c: SAFE HAVEN ALLOWANCE

6095 SAFE HAVEN ALLOWANCE

A. Purpose. A safe haven allowance is provided to assist a dependent in meeting the excess costs involved in temporarily maintaining a place away from the PDS. Each dependent listed in par. 6075-A, including a dependent who turned 21 while at the safe haven/designated place, is authorized safe haven evacuation allowances.

NOTE: Tax paid on lodging while at a safe haven/designated place or traveling in CONUS or in a non-foreign OCONUS area is a reimbursable expense (App G) in addition to lodging reimbursement. Tax paid on lodging while at a safe haven/designated place or traveling in foreign areas is not separately reimbursable. It is part of the per diem rate used to compute the safe haven evacuation allowances. The VAT relief certificate cost is separately reimbursable if the certificate is used to avoid paying the lodging tax.

B. General

1. Lodging Plus Computation Method Applicability to an Evacuated Dependent. An evacuated dependent is authorized a safe haven allowance computed under the Lodging Plus computation method for each day the dependent is in an evacuation status. An AEA described in par .020307, does not apply to an evacuation. The Lodging Plus computation method consists of a lodging allowance ceiling and an M&IE allowance. App A PER DIEM definition and pars. 020102 and 0203 for an explanation of the expense items the safe haven allowance is intended to cover. The maximum lodging reimbursement for a dependent family is the actual total daily lodging the family incurs, NTE the sum of the daily lodging portion of the evacuation allowance authorized for each dependent concerned. Because such an evacuated dependent may stay with a friend or relative while at a safe haven, par. 020303, Table 2-15 applies. That is, if an evacuated dependent stays with a friend or relative while at a safe haven, no lodging cost is allowed, whether or not any lodging payment is made to the friend or relative. This restriction does not apply when the dependent leases a house, apartment (i.e., lodging) 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 dependent is authorized the M&IE portion of the safe haven allowance even if not authorized the lodging portion of the safe haven allowance for any given day. See the computations in par. 6095-G. Gov't dining facility or open mess availability/use has no effect on safe haven evacuation allowances even though the dependent may or does use such facilities without charge. Par. 6095 safe haven evacuation allowances may be paid in advance as in par. 6120-A.

2. Authorization Termination

a. Authorization 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. 6095-B2a(1) or 6095-B2b(2), above, safe haven evacuation allowances, authorized in par. 6095-B, terminate on the date the member detaches/departs from the PDS from which the dependent's evacuation was authorized/ordered except when the:

(1) Authorization for evacuation safe haven evacuation allowances is extended by the Secretarial Process; or,

(2) Member dies. Par. 6075-A.

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 the dependent departs the safe haven for the PDS or designated place (or converts the safe haven to the 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 lodging portion of the safe haven evacuation allowances for the unexpired period.

C. Safe Haven Evacuation Allowances while Traveling. While traveling:

1. From:

a. The place a dependent, while traveling to a member's PDS, receives notification of the evacuation under par. 6095-D or par. 6095-F to a safe haven or designated place;

b. A member's CONUS PDS to a safe haven or designated place;

c. One safe haven to another safe haven;

d. A safe haven to a designated place, or;

e. A safe haven or designated place to return to member's CONUS PDS;

2. The safe haven allowance payable, IAW par. 6095-C1, to a 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 safe haven evacuation allowance rate is based on the locality per diem rate for the safe haven location. A dependent in an evacuation status, incident to an authorized/ordered evacuation or limited evacuation, is authorized safe haven evacuation allowances for 30 consecutive days beginning on the day following the dependent's initial safe haven arrival date. The safe haven evacuation allowance is computed as shown in examples in par. 6095-G, in an amount NTE the locality per diem rate for the area concerned. A dependent age 12 and older is authorized NTE the full safe haven evacuation allowance amount, while a dependent under age 12 is authorized 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 member's dependent, the safe haven evacuation allowance rate is computed for NTE 150 consecutive additional days (unless extended for time and/ or safe haven evacuation allowance rate percentage by the USD (P&R) for a DoD member's dependent, and by the Secretary Concerned for a non-DoD member's dependent under par. 6085-D) 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 cost involved in maintaining a specific dependent at a safe haven (i.e., the additional expense for lodging and M&IE exceed the reduced rate amount). The specific dependent receiving the safe haven evacuation allowances, or the individual receiving the safe haven evacuation allowances on the dependent's behalf, on a case-by-case basis may forward a request for approval through the Secretarial Process requesting an increased safe haven evacuation allowances rate.

2. Safe Haven Evacuation Allowances when Movement Is Directed or Authorized to Another Safe Haven. Competent authority (par. 6085) may direct a dependent to move 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. 6095-D1. When a dependent is directed to move between safe havens (e.g., from one OCONUS safe haven or to another OCONUS safe haven or to a CONUS safe haven), safe haven evacuation allowances in par. 6095-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 a CONUS safe haven to a safe haven in Puerto Rico), or

b. Locations within the same safe haven (e.g., within CONUS from Chicago to Baltimore),

the 180-consecutive-day period begun at the first safe haven continues in effect but the locality 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) is paid under par. 6095-C except for the arrival day at the new safe haven.

3. Return to the Member's PDS Authorized. When the evacuation status is terminated and competent authority authorizes a 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. 6095-D1.

4. Safe Haven Evacuation Allowances - Termination when an Evacuated Dependent Is Directed to Move to a designated place. A 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 to relocate to a designated place must specify the date on which safe haven evacuation allowances terminate for a dependent directed 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. 6095-B2.

5. A Dependent Is Temporarily Absent from the Member's PDS when an Evacuation Is Authorized/Ordered. A dependent who has established a residence at/in the member's CONUS PDS vicinity who is temporarily absent from the PDS for any reason when the evacuation is authorized/ordered, is at a safe haven. Safe haven evacuation allowances for the dependent's location are authorized 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 and/or the member, but the date must not be earlier than the date the evacuation from the PDS actually began.

6. Safe Haven Evacuation Allowances when Away from the Safe Haven. Safe haven evacuation allowances continue for a dependent at a safe-haven location, who is absent from the safe haven for personal reasons provided the dependent does not join the member to establish a residence (or occupy the old residence) at the PDS. Any excess transportation costs are the dependent's financial responsibility. The locality rate used and 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 evacuation allowance is based on the locality per diem rate which is used for the entire time, rather than the Standard CONUS per diem rate.

E. Safe Haven Evacuation Allowances at a designated place. When a dependent selects a designated place and move there, or converts the safe haven to a designated place, the dependent must establish a permanent residence there as soon as practicable. Safe haven evacuation allowances are authorized to offset lodging and M&IE expenses 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. 6095-D.

2. Converts the safe haven to a designated place, is authorized safe haven evacuation allowances as in par. 6095-D, except for a dependent receiving a reduced safe haven evacuation allowance IAW par. 6095-D1. A dependent continues receiving a reduced safe haven evacuation allowance while looking for a permanent residence.

Safe haven allowance begins on the dependent's initial arrival date at the designated place or the date the 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 consecutive 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. The 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 using par. 6095-D. The Secretarial Process may approve rates higher than those prescribed for periods after 30 days, on a case-by-case basis, when justified by costs for lodging and M&IE.

F. Safe Haven Evacuation Allowances for a Dependent En Route to a Member's CONUS PDS when an Evacuation Is Authorized/ Ordered. When a member's CONUS PDS is authorized/ordered to be evacuated, an en route dependent:

1. With official authorization to travel to the member's PDS on personally procured transportation subject to Gov't reimbursement,

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 another safe haven or to a designated place

is authorized safe haven evacuation allowances at the applicable per diem rate for the area concerned, computed as shown in par. 6095-G. The allowance period begins at 0001 on the date the dependent receives official notification of withdrawal or suspension of the official authorization to travel to the member's PDS on personally procured transportation. The 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. 6095-C and 6095-E apply.

G. Safe Haven Evacuation Allowance Computations. The following examples illustrate the method used for computing safe haven evacuation allowances:

NOTE: The locality per diem rates/mileage allowances used in the following example(s) are for illustrative purposes only and may not reflect current allowances. Tax paid on lodging while at a safe haven/ designated place or traveling in CONUS or in a non-foreign OCONUS area is a reimbursable expense (App G) in addition to safe haven evacuation allowances. Tax paid on lodging while at a safe haven/designated place or traveling in foreign areas is not separately reimbursable. It is part of the per diem rate used .to compute the safe haven evacuation allowances. The VAT relief certificate cost is separately reimbursable if the certificate is used to avoid paying the lodging tax. Laundry/dry cleaning/pressing of clothing expenses are included in the Incidental Expense portion of per diem in OCONUS locations and are not reimbursable. 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 a CONUS PDS to a CONUS safe haven. The daily actual lodging cost incurred at the safe haven by the 3 dependents, who shared one room, was $100 plus $11.50 for lodging tax (11.5%). The applicable maximum locality rate was $146 ($90/ $56).					
(a) The maximum daily amount that may be paid to the member's 3 dependents for the first 30 consecutive days is determined as follows. Par. 6095-D1.					
Each dependent age 12 or older is authorized safe haven evacuation allowances NTE the full rate ($146), which in this case is $56 for M&IE and NTE $90 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:	$56		$90		$146
Child (age 12 or older)	$56		$90		$146
Child (under age 12)	$28	$56 x 50%	$45	$90 x 50%	$73
Max daily amount payable for the 3 dep:	$140		$225		$365
(b) Determine the actual total daily amount for each of the first 30 consecutive days, within the maximum amounts shown in (a) ($140 for M&IE and NTE $225 for lodging), as follows:					
M&IE:	$140	The M&IE, in this daily amount, is paid to cover M&IE for the 3 dependents. No itemization or receipts are required.			
Lodging:	$100	This is the actual daily amount (not including lodging tax) the 3 dependents paid for lodging, which is less than the maximum ($225) that may be reimbursed. A lodging receipt is required for this amount.			
Daily Amount:	$240	Daily amount that is payable to the dependents within the maximum $365/day established in (a) for the three dependents for each of the first 30 consecutive days.			
Lodging Tax:	$11.50				
Total:	$251.50	Actual daily amount (including lodging tax) paid for the three dependents' costs incurred for first 30 consecutive days.			
(c) Beginning on the 31st day, the safe haven allowance is 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. 6095-D1. Determine the maximum daily amount that may be paid starting on the 31st through the 180th consecutive days for the member's three dependents in this example as follows:					
	M&IE		Max Lodging		Total
Member's spouse:	$33.60	$56 x 60%	$54	$90 x 60%	$87.60
Child (age 12 or older)	$33.60	$56 x 60%	$54	$90 x 60%	$87.60
Child (under age 12)	$16.80	$56 x 30%	$27	$90 x 30%	$43.80
Max daily amount payable for the 3 dep:	$84.00		$135		$219.00
(d) Determine the actual total daily amount paid for 31st to 180th consecutive days, within the maximum amounts shown in (c) ($84.00 for M&IE and NTE $135 for lodging), as follows:					
M&IE:	$84.00	The M&IE in this daily amount is paid to cover M&IE for the 3 dependents. No itemization or receipts are required.			

Lodging:	$100	This is the actual daily amount (not including lodging tax) paid for lodging by the 3 dependents, which is less than the maximum ($135) that may be reimbursed. A lodging receipt is required for this amount.
Daily Amount:	$184.00	The daily amount that is payable to dependents within the maximum $219.00 established in (b) for costs incurred by the 3 dependents for the 31st to 180th consecutive days.
Lodging Tax:	$11.50	
Total:	$195.50	The actual daily amount (including lodging tax) paid for costs incurred by the 3 dependents on the 31st to the 180th consecutive day.

Example 2

A member's spouse, 2 children over 12 and one child under 12 were evacuated from a member's CONUS PDS to a non-foreign OCONUS area safe haven. The actual daily lodging cost at the safe-haven location for one room shared by the spouse and child under 12 was $110 plus $9.90 for lodging tax (9%). The actual daily lodging cost for the room shared by the 2 children over 12 was also $110 plus $9.90 for lodging tax (9%). Maximum locality rate in for the safe-haven location was $226 ($155/ $71).

(a) Determine the maximum daily amount for the first 30 consecutive days that may be paid to member's 4 dependents as follows. Par. 6095-D1.

Each dependent age 12 or older is authorized safe haven allowance up to the full rate ($226), which in this case is $71 for M&IE and up to $155 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:	$71		$155		$226
Child (12 or older)	$71		$155		$226
Child (12 or older)	$71		$155		$226
Child (under 12)	$35.50	$71 x 50%	$77.50	$155 x 50%	$113
Max daily amount payable for the 4 dep:	$248.50		$542.50		$791

(b) Determine the actual daily amount that is paid for each of the first 30 consecutive days, within the maximum amount shown in (a) ($248.50 for M&IE and NTE $542.50 for lodging), as follows:

M&IE:	$248.50	The M&IE in this daily amount is paid to cover cost of M&IE for the 4 dependents. No itemization or receipts are required.
Lodging:	$220	The actual daily lodging cost for the 4 dependents ($110 + $110) (not including lodging tax), which is less than the max ($542.50) that may be reimbursed. A lodging receipt is required for this amount.
Daily Amount:	$468.50	Daily amount paid to the dependents within the maximum $791 established in (a) for the 4 dependents' costs for the first 30 consecutive days.
Lodging Tax:	$19.80	$9.90 + $9.90
Total:	$488.30	Actual daily amount paid to dependents (including lodging tax) for the 4 dependents' costs for first 30 days.

(c) Beginning on the 31st consecutive day safe haven evacuation 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. 6095-D1. The maximum daily amount that may be paid for the member's 4 dependents in this example on the 31st through the 180th consecutive days is determined as follows:

	M&IE		Max Lodging		Total
Member's spouse:	$42.60	$71 x 60%	$93	$155 x 60%	$135.60
Child (12 or older)	$42.60	$71 x 60%	$93	$155 x 60%	$135.60
Child (12 or older)	$42.60	$71 x 60%	$93	$155 x 60%	$135.60
Child (under 12)	$21.30	$71 x 30%	$46.50	$155 x 30%	$67.80
Max daily amount payable for the 4 dep:	$149.10		$325.50		$474.60

(d) Determine the actual total daily amount that is paid for 31st through 180th consecutive days, within the maximum amounts shown in (c) ($149.10 for M&IE and NTE $325.50 for lodging), as follows:

M&IE:	$149.10	The M&IE in this daily amount is paid to cover cost of M&IE for the 4 dependents. No itemization or receipts are required.

Lodging:	$220	The actual daily lodging cost for 4 dependents (not including lodging tax) which is less than the max ($325.50) that may be reimbursed. A lodging receipt is required for the actual lodging cost.
Daily Amount:	$369.10	Daily amount paid to dependents within the maximum $474.60 established in (c) for the 4 dependents' costs for the first 30 consecutive days.
Lodging Tax:	$19.80	$9.90 + $9.90
Total:	$388.90	Actual daily amount (including lodging tax) paid for the 4 dependents' on the 31st through the 180th consecutive days.

Example 3					
A member, spouse and one child over age 12 were in a CONUS location on authorized leave from 25 July to 15 August when a dependent evacuation was ordered effective 1 August from the member's PDS. The member contacted the organization at the CONUS PDS and was directed to return. The member departed the leave point on 3 August. As in par. 6095-D5, the dependents were determined to already be at a safe haven and are authorized safe haven evacuation allowances for the place at which they were located beginning on the date return travel to the member's PDS would have begun had the evacuation not prevented the return. Since the dependents were scheduled to begin travel to the member's PDS on 16 August, the dependents were authorized safe haven evacuation allowances under par. 6095-D1 beginning on that date. The member's spouse and child stayed in the spouse's parent's home. The locality rate for the CONUS location at that time was $186 ($130/$56).					
(a) The maximum daily amount that may be paid for the first 30 consecutive days to the member's two dependents is determined as follows. Par. 6095-D1,					
Each dependent age 12 or older is authorized safe haven evacuation allowances NTE the full locality rate which in this case is $186 ($130/ $56).					
	M&IE		Max Lodging		Total
Member's spouse:	$56		$130		$186
Child (age 12 or older)	$56		$130		$186
Max daily amount payable for the 2 dependents:	$112		$260		$372
(b) The actual total daily amount that is paid for the first 30 consecutive days, within the maximum amounts shown in (a) ($112 for M&IE and NTE $260 for lodging), is determined as follows:					
M&IE:	$112	The M&IE in this daily amount is paid to cover M&IE for the 2 dependents. No itemization or receipts are required.			
Lodging:	$0	No lodging allowance is paid when dependents stay with friends or relatives (par. 6095-B1).			
Total:	$112	The actual daily amount paid to dependents the 2 dependents' costs for first 30 consecutive days.			
(c) Beginning on the 31st day safe haven evacuation allowances are computed at 60% (for a dependents age 12 or older) of the applicable locality rate unless otherwise authorized under par. 6095-D1. Determine the maximum daily amount that may be paid starting on the 31st to the 180th consecutive days for the member's 2 dependents in this example as follows:					
	M&IE		Max Lodging		Total
Member's spouse:	$33.60	$56 x 60%	$78	$130 x 60%	$111.60
Child (age 12 or older)	$33.60	$56 x 60%	$78	$130 x 60%	$111.60
Max daily amount payable for the 2 dependents:	$67.20		$156.00		$223.20
(d) The actual total daily amount that is paid for the 31st to 180th consecutive days, within the maximum amounts shown in (c) ($67.20 for M&IE and NTE $156for lodging), is determined as follows:					
M&IE:	$67.20	The M&IE in this daily amount is paid to cover M&IE for the 2 dependents. No itemization or receipts are required.			
Lodging:	$0	No lodging allowance is paid when dependents stay with friends or relatives (par. 6095-B1).			
Total:	$67.20	The actual daily amount paid for the 2 dependents' costs on 31st to 180th consecutive days.			

Example 4					
Member's spouse, one child age 14 and one child age 9 evacuated from member's CONUS PDS to a designated place.					
The travel itinerary was as follows: Departed the CONUS PDS on 14 August. Arrived at a CONUS location en route to the designated place on 14 August. Remained overnight at the CONUS location; incurred lodging cost of $95 plus $11.40 lodging tax (12%). Departed the CONUS location on 15 August. Arrived at the designated place on 15 August.					
The dependents shared a hotel room at the designated place and incurred a lodging cost of $105 plus $13.13 lodging tax (12.5%) per day until they moved into a 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 location (15 August) and continues to 2400 on the day they occupied the permanent residence. Par. 6095-E. The maximum locality rate at the CONUS location en route, at the time of travel was $155 ($99/ $56). The max locality rate at the designated place was $161 ($110/ $51).					
(a) The max safe haven evacuation allowances paid for the member's 3 dependents for 14 August while they traveled to the designated place and while they remained overnight at the en route CONUS location (par. 6095-E):					
Each dependent age 12 or older is authorized safe haven evacuation allowances NTE the full rate ($148), which in this case is $44 for M&IE and NTE $99 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:	$56		$99		$155
Child (age 14)	$56		$99		$155
Child (age 9)	$28	$56 x 50%	$49.50	$99 x 50%	$77.504
Max daily amount payable for the 3 dependents:	$140		$247.50		$387.50
(b) Computing safe haven evacuation allowances, as for a member's TDY, within the maximum amounts shown in (a) ($105 for M&IE and NTE $247.50 for lodging) for payment for the travel period to the designated place via the en route CONUS location on 14 August:					
The dependents are authorized 75% of the M&IE allowance for 14 August ($140 x 75% = $105).					
M&IE:	$105	M&IE paid in this amt covers M&IE for the 3 deps. No itemization or receipts required.			
Lodging:	$95	Actual amount (not incl lodging tax) the 3 dependents paid for lodging at the en route CONUS location, which is less than the reimbursable max ($247.50). A lodging receipt is required for this amount.			
Lodging Tax:	$11.40				
Total:	$212.28	Actual amt (incl lodging tax) paid to deps for the 3 dependents' costs on 14 August.			
(c) Determine the maximum daily amount that may be paid to the member's 3 dependents beginning on the arrival day at the designated place through the day the permanent residence was occupied as follows. Par. 6095-E.					
Each dependent age 12 or older is authorized safe haven evacuation allowances NTE the full rate ($161), which in this case is $51 for M&IE and NTE $110 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:	$51		$110		$161
Child (age 14)	$51		$110		$161
Child (age 9)	$25.50	$51 x 50%	$55	$110 x 50%	$80.50
Max daily amount payable for the 3 deps	$127.50		$275		$402.50
(d) The actual total daily amount that is paid for 27 days (15 August to 10 September), within the maximum amounts shown in (c) ($127.50 for M&IE and NTE $275 for lodging), is determined as follows:					
M&IE:	$127.50	The M&IE in this daily amount is paid to cover M&IE for the 3 dependents. No itemization or receipts are required.			
Lodging:	$105	Actual daily amt (not incl lodging tax) the 3 deps paid for lodging, which is less than the max ($275) that may be reimbursed. A lodging receipt is required for this amount.			
Daily Amount:	$232.50	The daily amount that is payable to dependents within the maximum $402.50 established in (c) for costs incurred by the 3 dependents for 27 days.			
Lodging Tax:	$13.13				
Total:	$245.63	The actual daily amount (including lodging tax) paid for the 3 dependents' costs while at the designated place for 27 days (27 days x $245.63 = $6,632.01).			

CHAPTER 6: EVACUATIONS

PART A: MEMBERS ONLY

SECTION 2: AUTHORIZED/ORDERED EVACUATION OR LIMITED EVACUATION WITHIN CONUS

SUBSECTION d: HHG TRANSPORTATION

6100 HHG TRANSPORTATION

A. General

1. HHG. A member with dependents is authorized HHG transportation (including UB as defined in App A) as noted below incident to a dependent's evacuation from the member's PDS. Up to 18,000 pounds of HHG may be moved and/or stored at Gov't expense, minus any HHG weight otherwise already in storage at Gov't expense. When a dependent selects a designated place outside the United States, any tax consequences (ex., import tax) that result from transporting HHG there are the member's/dependent's responsibility. NTS of HHG in excess of 18,000 lbs. is not authorized at Gov't expense. A member who personally procures the HHG transportation authorized below is authorized reimbursement IAW par. 5210-D, unless the member has a PCS authorization/order, in which case reimbursement is under par. 5210-D or 5210-E.

2. UB. UB items may be transported separately from other HHG in an amount NTE 350 lbs. for each dependent age 12 and older, and 175 lbs. for each dependent under age 12. The 1,000-lb expedited shipment mode limitation (and exception authority) in par. 5210-B, apply to a UB shipment made under this Part. The 1,000-lb limitation applies to the sum of the UB transported for the member's family. See par. 6100-B.

B. HHG at the PDS when an Evacuation Is Authorized/Ordered. A member, whose HHG are at/in the vicinity of the member's PDS when the evacuation is authorized/ordered, is authorized HHG transportation under pars. 6100-B1 and 6100-B2. The official serving as the TO in the area being evacuated is the authority for transporting UB by an expedited mode and for granting increases to the 1,000-lb maximum by commercial air under par. 5210-B. That official may authorize/approve commercial air use and/or any weights above 1,000 lbs. via commercial air if the dependent needs the items immediately or soon after arrival at the safe haven or designated place, as appropriate. NTS also may be appropriate for vacating Gov't quarters to meet an unusual Service operational requirement. See par. 5222-B1c.

1. A Dependent Is Directed to Move to a Safe Haven. When a dependent is directed to move to a safe haven under par. 6090, the member is authorized transportation of:

a. UB for the dependent, and

b. HHG authorized/approved by competent authority as needed for the dependent's comfort and well-being at the safe haven,

from the member's CONUS PDS and/or from NTS to the safe haven.

2. A Dependent Is Directed to Select a Designated Place. When a dependent is directed to select a designated place and move to that designated place, or convert the safe haven to a designated place, the member is authorized HHG transportation from the member's CONUS PDS and/or from NTS to the designated place and/or placement in NTS.

C. HHG En Route to the PDS when an Evacuation Is Authorized/Ordered

1. Gov't-Arranged HHG Transportation. Competent authority must make every reasonable effort to stop the onward movement of HHG to the member's PDS when a member's HHG are en route to the PDS via a Gov't-

arranged move, or have been turned over to the Gov't for transportation to the member's PDS, when an evacuation of the PDS is authorized/ordered, and, if the dependent is directed to:

a. Travel to a safe haven, UB for the dependent and HHG items which competent authority authorized/ approved as needed for the evacuated dependent's comfort and well-being at the safe haven may be diverted to the safe haven, and/or the shipment (or remainder of the shipment) may be diverted to NTS. When a HHG shipment contains HHG that must be earmarked for both NTS and for transportation to the dependent, the sorting of such shipment to send part of the HHG to NTS and part to the dependent is accomplished at Gov't expense.;

b. Move to a designated place, HHG may be diverted to the designated place and/or the shipment (or remainder of the shipment) may be diverted to NTS. When a HHG shipment contains HHG that must be earmarked for both NTS and for shipment to the dependent, the sorting of such shipment to send part of the HHG to NTS and part to the dependent is accomplished at Gov't expense.

c. Remain in place at the old PDS, a temporary withdrawal of HHG which competent authority authorizes/approves as being needed for the dependent's' comfort and well-being at the old PDS, and/or transportation of the remainder to NTS and/or the OCONUS PDS for member's use. The sorting of such HHG and repacking and transportation is accomplished at Gov't expense when the dependent is authorized to either proceed to the evacuated PDS or move to a designated place.

If efforts fail to stop the forward movement of HHG and they arrive at the PDS after the evacuation is authorized/ordered, the member is authorized HHG transportation under par. 6100-B.

2. A Member Who Personally Arranges for HHG Transportation. When a member personally arranges for HHG transportation by any means and those HHG are en route to the PDS when the evacuation is authorized/ordered, efforts to direct the HHG to the safe haven, designated place, and/or NTS as appropriate remain the member's personal responsibility. If the HHG subsequently arrive at the member's PDS, the member is authorized HHG transportation under par. 6100-B. Additional necessary expenses for sorting, repacking, and additional transportation of HHG as covered in par. 6100-C1 are added to the Gov't's costs for comparison computation.

D. HHG Transportation Incident to an Authorized/Directed Movement of a Dependent from a Safe Haven and when a Dependent Converts the Safe Haven to a Designated Place

1. Dependent Moves Between Safe Havens. When a dependent is authorized/directed to proceed from between safe havens, the member is authorized transportation of:

a. UB,

b. HHG (other than UB items) which had been transported to the former safe haven under par. 6100-B or 6100-C, and

c. Authorized HHG items (other than UB items) acquired while at the safe haven which competent authority determines was necessary for the evacuated dependent's comfort and well-being at the safe haven,

between safe havens.

2. Dependent Moves from a Safe Haven to a Designated Place. When a dependent at a safe haven is directed to select, and move to, a designated place, the member is authorized transportation of:

a. UB from the safe haven,

b. HHG which had been transported to the former safe haven under par. 6100-B, 6100-C, or 6100-D1, and

c. Authorized HHG acquired while at the safe haven which competent authority authorizes/ approves as having been necessary for the evacuated dependent's comfort and well-being at the safe haven,

d. HHG at the member's PDS, and/or

e. HHG in NTS

to the designated place. This includes short distance HHG transportation from one address to another address in the same city, town, or metropolitan area. As an alternative to transporting HHG to the designated place, the member may place HHG in NTS under par. 6100-D2.

3. Dependent Converts the Safe Haven to a Designated Place. When a dependent at a safe haven is directed to select a designated place and the safe haven is converted to a designated place, the member is authorized transportation of HHG:

a. At the member's PDS, and/or

b. In NTS

to the designated place (i.e., formerly the safe haven). As an alternative to transporting HHG to the designated place, the member may place HHG in NTS under par. 6100-D3. The member is also authorized short distance HHG transportation from one address to another address in the same city, town, or metropolitan area for:

a. UB transported to the safe haven,

b. HHG (other than UB items) which had been transported to the safe haven under par. 6100-B, 6100-C, or 6100-D1, and

c. Authorized HHG (other than UB items) acquired while at the safe haven which competent authority authorizes/approves as having been necessary for the evacuated dependent's' comfort and well-being at the safe haven,

4. Dependent Moves from the Safe Haven to the Member's PDS

a. Member Not in Receipt of a PCS Authorization/Order from the Evacuated Area. When a dependent is authorized to return from a safe haven to the member's PDS under par. 6090-F, the member is authorized transportation of:

(1) UB from the safe haven location,

(2) HHG items (other than UB items) which had been transported to the safe haven under par. 6100-B, 6100-C, or 6100-D1,

(3) Authorized HHG items (other than UB items) acquired while at the safe haven which competent authority authorizes/approves as having been necessary for the evacuated dependent's comfort and well-being at the safe haven, and/or

(4) HHG, acquired by the dependent, which are authorized/approved by the Service concerned as necessary replacements of like items lost or destroyed at the CONUS PDS ICW the unusual or emergency circumstances which resulted in the evacuation of the area,

from the safe haven to the member's residence at/in the vicinity of the CONUS PDS, or the member's HHG at the safe haven may be placed in NTS for the remainder of the member's tour at the CONUS PDS, as appropriate.

b. Member Receives a PCS Authorization/Order from an Evacuated Area. When a member receives a PCS authorization/order while a dependent is at a safe haven, the member is authorized transportation of:

(1) UB and HHG items (other than UB items) which had been transported to the safe haven under par. 6100-B, 6100-C, or 6100-D1, and

(2) Authorized HHG and UB items acquired while at the safe haven for the evacuated dependent's comfort and well-being at the safe haven,

from the safe haven to which the dependent was evacuated under Ch 6, Part B, to the destination(s) authorized ICW the member's PCS authorization/order. This authority applies the transportation to the member on the PCS authorization/order.

E. HHG Transportation Incident to an Authorized Dependent's Movement from a Designated Place to the Member's PDS

1. Member Not in Receipt of a PCS Authorization/Order from an Evacuated Area. When a dependent is authorized to travel from the designated place to the member's PDS under par. 6100-F, the member is authorized transportation of:

a. HHG (includes UB) transported to the designated place under Ch 6, Part B,

b. Authorized HHG acquired while at the designated place for the evacuated dependent's comfort and well-being at the designated place, and those which are authorized/approved by the Service concerned as replacements of like items lost or destroyed at the CONUS PDS ICW the unusual or emergency circumstances that resulted in the evacuation of the area, and/or

c. HHG in NTS

to the member's residence at or in the vicinity of the CONUS PDS, or the member's HHG at the designated place may be placed in NTS for the remainder of the member's tour, as appropriate.

2. Member Receives a PCS Authorization/Order from an Evacuated Area. When a member receives a PCS authorization/order while a dependent is at a designated place, the member is authorized HHG transportation from the designated place to which the dependent was evacuated under Ch 6, Part B, to the destination(s) authorized ICW the member's PCS authorization/order. This authority applies the transportation to the member on the PCS authorization/order.

F. Short Distance Moves and/or NTS. Short distance moves and/or NTS supported by local installation funds, may be performed under pars.:

1. 5262-E1, 5222-B1, and 5222-C1 for Gov't quarters; and

2. 5264-A1 and 5222E1 for private sector housing.

CHAPTER 6: EVACUATIONS

PART A: MEMBERS ONLY

SECTION 2: AUTHORIZED/ORDERED EVACUATION OR LIMITED EVACUATION WITHIN CONUS

SUBSECTION e: POV TRANSPORTATION

6105 POV TRANSPORTATION

A. POV Transportation Incident to Dependent's Evacuation

1. POV Transportation to a Safe Haven. POV transportation at Gov't expense to a safe haven is not authorized.

2. POV Transportation to the Designated Place. When a dependent goes to a designated place, a POV (owned by the member or a dependent of the member and for the member's personal use or for the use of a dependent) may be transported to the designated place for the dependent's use if the Secretarial Process determines that POV movement is prudent. Such transportation must not be approved if a POV can be driven to the designated place. When such transportation is authorized/approved, a POV in the PDS area or en route to the PDS when the evacuation is authorized/ordered, may be transported to the designated place, including any overland transportation required. When a dependent selects a designated place outside the United States, any tax consequences (ex., import tax) that result from moving the POV there are the member's/dependent's financial responsibility.

B. Subsequent Authorization when the Member Is Not in Receipt of a PCS Authorization/Order from the Evacuated Area. When a dependent is authorized to travel from the designated place to the member's PDS, a POV may be transported to the member's CONUS PDS, including any overland transportation required, if the Secretarial Process authorizes/approves such transportation based on that individual's determination that circumstances dictate POV movement is prudent.

C. Subsequent Authorization when the Member Is in Receipt of a PCS Authorization/Order from the Evacuated Area. When a member receives a PCS authorization/order while a dependent is at a safe haven or designated place under Ch 6, Part B, the authorization for POV transportation from the safe haven or designated place is that authorized ICW the member's PCS authorization/order.

D. Rental Vehicle Cost Reimbursement when the Motor Vehicle Arrives Late. This applies to POV transportation incident to a dependent's evacuation. If a member's (or dependent's) POV, transported at Gov't expense for the member and/or dependent's use, does not arrive at the authorized destination by the designated delivery date, the Secretary concerned must have the member reimbursed for expenses incurred to rent a POV for the member's and/or dependent's use. Reimbursement, by law, may not exceed $30/day beginning the day a member/dependent first rents a POV after the designated (required) delivery date and runs for 7 days or until the date the member's POV is available for delivery to the member/dependent, whichever occurs first. A POV has not arrived at the authorized destination if it is not made available for delivery to the member/dependent on or before the authorized (required) delivery date. The maximum reimbursement is $210. See Examples in par. 5358-E).

Reimbursement amount maximum authorization is $210 (7 days vehicle rental @ $30 a day). Required delivery date is 30 Jan. Member arrives at destination on 1 Jan. Member rents a car on 2 Jan. Member is notified vehicle is ready for pickup on 1 Feb. Reimbursement Amount Authorization is $60 (2 days vehicle rental @ $30 a day). Authorization starts after the required delivery date.

CHAPTER 6: EVACUATIONS

PART A: MEMBERS ONLY

SECTION 2: AUTHORIZED/ORDERED EVACUATION OR LIMITED EVACUATION WITHIN CONUS

SUBSECTION f: MISCELLANEOUS ALLOWANCES

6110 BASIC ALLOWANCE FOR HOUSING (BAH)

See par. 10426 for BAH continuation for a member serving at a CONUS PDS from which a dependent is evacuated, and BAH authority when a dependent establishes a permanent residence at a designated place in the U.S. following an evacuation from a CONUS location.

6115 DISLOCATION ALLOWANCE (DLA)

DLA helps to cover the otherwise un-reimbursed expenses a member with a dependent incurs in relocating the household incident to an evacuation. When a dependent is evacuated to a designated place under par. 6090, a DLA (see Table 5G-1) is payable. DLA is also payable when return travel for a dependent is authorized under par. 6090-H from the designated place to the member's PDS. A DLA is not payable incident to relocation of a dependent to a safe haven. The prohibition in par. 5450 against more than one DLA payment in a fiscal year does not apply when a DLA is paid incident to an evacuation.

6120 LOCAL TRAVEL ALLOWANCES IN AND AROUND THE SAFE HAVEN AND THE DESIGNATED PLACE

Local travel allowances are authorized to be paid when a dependent is receiving safe haven allowances and does not have a POC at the safe haven or the designated place. When unable to drive a POC to the safe haven location, a flat transportation allowance of $25/day is paid to assist with unexpected local transportation costs, regardless of the number of dependents. No receipts are required. This allowance is intended to partially offset the expenses an evacuated dependent incurs for required local travel. Allowances under par. 6120 may not be paid for any day reimbursement is received under par. 6105-D for expenses incurred to renting a motor vehicle.

6125 CONUS COLA

For CONUS COLA authority during an evacuation, see par. 8014.

6130 EVACUATION ALLOWANCES FOR A DEPENDENT OF A RC MEMBER SERVING ON ACTIVE DUTY OR FULL-TIME NATIONAL GUARD DUTY

A. General. A dependent of an RC member (10 USC §§ 101, 10101) serving on active duty (including active duty for training) or full-time National Guard duty under 32 USC §502(f), may be authorized evacuation allowances consistent with the DoD FMR, Vol. 9 and Ch 6, Part A2, if the dependent is authorized/ordered by an authority listed in par. 6080-B to evacuate from an area in which the primary residence is/was located and is temporarily displaced to a designated safe haven or alternate safe haven. However, no evacuation allowances are authorized for a dependent for any period in which the member was not on active duty or full-time National Guard duty. Safe Haven status is designated and terminated IAW Ch 6, Part A2. NOTE: For determining evacuation allowance eligibility, a National Guard or RC member's primary residence when called or ordered to active duty or full-time National Guard duty must be in the vicinity of a PDS.

B. Eligibility. For a dependent to be eligible for evacuation allowances, the following three events must coincide:

1. The date an authority in par. 6080-B authorized/ordered an evacuation or continued safe haven status of a dependent already evacuated;

2. The dependent's actual evacuation or continued safe haven status; and

3. The member's active duty or full-time National Guard duty status (DoD FMR, Vol. 9, Chapter 7, par. 07021, and par. 6075).

Evacuation allowances payment must be prospective from the date these events coincide, not retroactive to the date of any single event.

C. Example. A National Guard or RC member's dependent who resided in an area from which an evacuation was authorized/ordered by any federal or state authority (see par. 6080-B) and whose member was subsequently called/ordered to active duty (to include full-time National Guard duty) may be eligible for evacuation allowances payment under limited circumstances. See 10 USC §12301(d) and 32 USC §502(f). Such dependent is eligible only for the period the member serves on active duty or full –time National Guard duty if, on or after the date the member was called/ordered to active duty or full-time National Guard duty, an authority listed in par. 6080-B orders/authorizes the evacuation of dependents still in the affected area or continuation of safe haven status for evacuees at a safe haven outside the affected area. A dependent's eligibility is prospective from the date member is ordered/called to active duty or full-time National Guard duty. No evacuation allowance payment is authorized for any period unless the member is/was serving on active duty or full-time National Guard duty for that period.

D. Member Released from Active Duty. A dependent of a National Guard member who is released from active duty following deployment from a contingency operation and immediately (without a break in service) called to full-time National Guard duty under 32 USC §502(f), remains eligible for continued evacuation allowances payment. The dependent of an RC member, ordered to active duty under an involuntary authority (10 USC §12302) in support of a contingency operation and whose order is amended to retain the member on active duty under a voluntary authorization (10 USC §12301(d)), also remains eligible for continued evacuation allowances payment. No allowances are authorized for any period during which the member is not on active duty or full-time National Guard duty.

CHAPTER 6: EVACUATIONS

PART B: EMPLOYEES ONLY

SECTION 1: EVACUATION TRAVEL

6500 LEGAL BASIS

A. Transportation Authority

1. Title 5 USC §5725 provides authority for Gov't expense transportation for an employee's dependents and HHG to a safe haven location when an evacuation is authorized/ordered.

2. See Ch 6, Part B3a for foreign area evacuations.

3. See Ch 6, Part B3b for U.S. and non-foreign OCONUS area evacuations.

B. Pay and Allowances

1. DoDI 1400.25, Vol. 1250 DoD Civilian Personnel Management System: Overseas Allowances and Differentials, adopted the provisions of the Department of State (DoS) Standardized Regulations (DSSR), Ch 600, "Payments during an Ordered/Authorized Departure".

2. See Ch 6, Part B3a, DSSR, Section 615 for foreign area evacuations.

3. See Ch 6, Part B3b, OPM regulations, Section 550.404 for U.S. and non-foreign OCONUS area evacuations.

C. Department of State (DoS) Standardized Regulations (DSSR)

1. DoDI 1400.25, Vol. 1250 DoD Civilian Personnel Management System: Overseas Allowances and Differentials, adopted the provisions of the Department of State (DoS) Standardized Regulations (DSSR), Ch 600, "Payments during an Ordered/Authorized Departure".

2. See Ch 6, Part B3 for an annotated extract of DSSR, Ch 600, modified to relate to a DoD civilian employee.

3. The DoS regulations apply for evacuations from, or within, any foreign area. See App A for "foreign area".

D. Memorandum of Agreement. Memorandum of Agreement, dated 14 July 1998, DoD (USD (Policy)) on the protection and evacuation of U.S. citizens and nationals and designated other persons from threatened areas overseas addresses:

1. Policy objectives,

2. Interagency checklist and other related documents,

3. Responsibilities,

4. Authority to invoke an emergency evacuation plan,

5. Responsibility for military operations, and

6. Organization for emergency evacuation planning.

E. Office of Personnel Management (OPM) Regulations

1. OSD/CPP adopted OPM regulations, 5 CFR, Part 550, Subpart D, Payments during Evacuation.

2. See Ch 6, Part B3b for DoD implementation of 5 CFR, Part 550, Subpart D.

3. OPM regulations apply to U.S. and non-foreign OCONUS area (see App A) evacuations.

6505 FOREIGN AREA EVACUATION

A. Applicable Regulations. See Ch 6, Part B3a.

B. Authorizing/Ordering an Evacuation

1. DoS determines when an evacuation from a foreign area is necessary.

2. The SECDEF, after consultation with the Secretary of State, may authorize the evacuation of all DoD noncombatants, in appropriate circumstances, such as:

a. A Presidential declaration of national emergency, or

b. Directed reinforcement of U.S. Armed Forces in a theatre, or

c. To accommodate force protection or antiterrorism considerations,

3. SECDEF authority does not apply to noncombatants attached to DoD Attaché Offices, Marine Security Guard Detachments, DoD elements or personnel that form an integral part of the U.S. Country Team, and others as determined between the Combatant Commander and the Chief of Mission. See Memorandum of Agreement between DoS and DoD, 14 July 1998.

4. A commander of a COCOM or the senior commander in the country concerned or the DoD Attaché is responsible for authorizing/ordering an evacuation of the area when U.S. citizens are endangered but:

a. Timely communication with the DoS is not possible,

b. There is no DoS presence in the area concerned, and/or

c. Time and communications do not permit the Commander to receive authorization from the SECDEF (USD (P&R)) without jeopardizing the U.S. citizens.

5. The DoD (USD (P&R)) is primarily responsible for evacuations at the U.S. Naval Base, Guantanamo, Cuba (DoDD 3025.14, 26 February 2013).

6. PoC for DoD evacuations is the Civilian Advisory Panel (CAP) member for Army, Navy, Marine Corps, or Air Force, and the OSD for DoD agencies. The directory lists office symbols and phone numbers for CAP members.

C. Authorized Transportation

1. Transportation for an employee and/or dependents may be authorized from the employee's PDS to a safe haven pending a determination as to the:

a. Return to the PDS from which evacuated;

b. Transfer or reassignment of the employee to another PDS;

c. Return to actual residence; or

d. Transportation to a designated place.

NOTE: If it is known at the time of evacuation, or later when a determination is made, that the employee and/or dependents are not to return to the evacuated PDS, transportation for the employee and/or dependents and HHG may be authorized from the PDS or safe haven to the employee's next PDS (or actual residence if there is no PCS for an employee serving at an OCONUS PDS under a service agreement).

2. Transportation from the initial safe haven to a designated place may be authorized through the Secretarial Process.

D. Subsistence Expense Allowance (SEA). See Ch 6, Part B3a for SEA.

E. Actual Expense Allowance (AEA). AEA in par .020307 is not authorized/approved for evacuations from foreign OCONUS areas.

6510 CONUS/NON-FOREIGN OCONUS AREA EVACUATION

A. Applicable Regulations. See Ch 6, Part D and par. 6510-D.

B. Authorizing/Ordering an Evacuation. The following officials may authorize/order an evacuation:

1. The SECDEF, or the Secretary's designated representative (USD (P&R)) for employees of a DoD Component and the employees' dependents. PoC is the Civilian Advisory Panel member for Army, Navy, Marine Corps, or Air Force and the OSD Civilian Advisory Panel member for DoD agencies. The directory lists office symbols and phone numbers for Civilian Advisory Panel members.);

2. The Secretary of the Army, Navy, or Air Force, or the Secretary's designated representative, for employees of the respective Service and the employees' dependents;

3. The head of a DoD Component (see App A) or designated representative;

4. The commander of a U.S. Installation (see App A) or designated representative; and

5. The commander, director, head, chief or supervisor of an organization or office.

C. Authorized Transportation

1. Except as indicated for limited evacuations in par. 6510-D, transportation for an employee and/or dependents and HHG may be authorized from the employee's PDS to a safe haven pending a determination as to:

a. Return to the PDS from which evacuated;

b. Transfer/reassignment to another PDS; or

c. Return to actual residence (applicable to an employee serving a prescribed tour of duty at an OCONUS location under a service agreement).

2. If it is known at the time of evacuation or later, when a determination is made, that the employee and/or dependents are not to return to the evacuated PDS, transportation for the employee and/or dependents and HHG may be authorized from the PDS or safe haven to the employee's next PDS (or actual residence if there is no PCS for an employee serving at an OCONUS PDS under a service agreement).

3. Transportation from the initial safe haven to a designated place may be authorized through the Secretarial

Process.

D. Limited Evacuation

1. A limited evacuation is intended for those circumstances when it is necessary to evacuate an employee and/or dependents temporarily from the PDS vicinity to the nearest suitable accommodations.

2. When an official designated in par. 6510-B authorizes/orders a limited evacuation, transportation allowances are limited to:

a. Transportation for one round trip from the employee's evacuated residence to the nearest available accommodations (which may be Gov't Qtrs) and return; or,

b. Reimbursement on a mileage basis, at the TDY mileage rate in par. 020210, when a POV is used for one round trip from the evacuated residence to the nearest available accommodations (which may be Gov't Qtrs) and return. Reimbursement for POC use is to the operator. No reimbursement is allowed for passengers.

E. Per Diem/Subsistence Expense

1. Per Diem/Subsistence Expense Allowances. See Ch 6, Part B3b, Section 550.405.

2. Actual Expense Allowance (AEA). AEA in Ch 4, Part C is not authorized/approved for evacuations from U.S. or non-foreign OCONUS areas.

6515 SAFE HAVEN

A. OCONUS Foreign Area Evacuation. See SAFE HAVEN in Ch 6, Part B3a, par. 610(l).

B. CONUS/Non-Foreign OCONUS Area Evacuation. See SAFE HAVEN in Ch 6, Part B3b, par. 550.402(g).

C. U.S. Evacuation. If the fifty U.S. and the District of Columbia are named in the evacuation authorization/order as the safe haven, an evacuee must select the exact safe haven location within the fifty U.S. and the District of Columbia to which traveling at Gov't expense.

D. Limited Evacuation. When a limited evacuation is authorized/ordered, the safe haven is the nearest available accommodations location, which may be Gov't Qtrs, determined to be suitable by the appropriate authority in par. 6510-B who authorized/ordered the limited evacuation. See par. 6510-D.

6520 EMERGENCY POV STORAGE INCIDENT TO AN OCONUS AREA EVACUATION

A. Eligibility. If it is necessary to evacuate the employee and/or dependents from an OCONUS PDS, emergency storage expenses for the traveler's POV may be authorized if the POV was:

1. Transported/authorized to have been transported, at Gov't expense to the PDS under this Part, or

2. Driven by the employee/immediate family member to the PDS at which POV use was in the Gov't's interest.

B. Location. POV storage may be at a place determined to be reasonable by the DoD Component concerned whether the POV is already located at, or being transported to, the post of duty (FTR, §302-9.401).

C. Expenses

1. Allowable expenses for the emergency storage of the traveler's POV 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. The cost of insurance carried on the POV, while in storage, is the employee's financial responsibility.

6525 ADVANCE FOR POV TRANSPORTATION AND EMERGENCY STORAGE (FTR §302–9.11)

An advance for transportation and emergency storage of a POV may be paid NTE the estimated expenses amount authorized for that purpose.

6530 POV SHIPMENT

There is no authority to ship a POV ICW an evacuation. A POV may be shipped at Gov't expense IAW the provisions in Ch 5, Part B6b, ICW an employee's PCS to a new PDS or upon return of the employee serving under a service agreement to the actual residence following separation from the OCONUS PDS.

6532 PET TRANSPORTATION AND QUARANTINE

A. General. An employee is authorized transportation and quarantine for up to two household pets (defined as a cat or dog) incident to an evacuation from a foreign PDS.

B. Pet Transportation. An employee is authorized transportation to and from the safe haven location incident to an evacuation from a foreign PDS for up to two household pets the employee owned at the evacuated foreign PDS. The employee may be reimbursed up to the constructed cost to the Gov't for transporting the pets.

C. Pet Quarantine. The employee may be reimbursed quarantine fees for up to two household pets transported from the evacuated foreign location.

D. Restrictions. An employee traveling on a separation order is not authorized reimbursement for pet transportation and/or quarantine. Any cost related to these exclusions is the employee's financial responsibility. Reimbursement is not authorized.

6535 TEMPORARY QUARTERS SUBSISTENCE EXPENSE (TQSE)

TQSE is not authorized for an evacuation. See Ch 5, Part 5B9.

CHAPTER 6: EVACUATIONS

PART B: EMPLOYEES ONLY

SECTION 2: ADVERSE CONDITIONS TRAVEL

6540 LEGAL BASIS

Title 5 USC §5725 provides authority for transportation at Gov't expense for an employee's dependents and HHG to an alternate location when, by proper command policy, dependents are not permitted to accompany an employee to a PDS location because of adverse conditions.

6545 ADVERSE LIVING CONDITIONS

An activity/area commander, in coordination with commanders of other service activities in an area and upon approval by the jurisdictional Headquarters command, may establish a policy precluding dependents from accompanying an employee to an OCONUS PDS and restricting HHG movement to such location because of dangerous/adverse living conditions.

6550 TRANSPORTATION TO AN ALTERNATE LOCATION

A. Alternate Destination Point. When an employee's dependents are not allowed to accompany the employee to an OCONUS PDS to which the employee is assigned/transferred, transportation of dependents and HHG may be authorized to an employee-designated alternate destination point (or a dependent-designated destination when it is impracticable to secure the employee's designation).

B. Subsequent Transportation of Dependents/HHG. The dependents and HHG may be moved later from the alternate point to the employee's PDS when the restriction is lifted or to an unrestricted PDS to which the employee is subsequently assigned/transferred.

C. Authorization Restrictions. Except as otherwise provided in JTR, transportation of dependents/HHG to an OCONUS PDS is not authorized under par. 6550 unless:

1. At least 1 year remains in the employee's tour of duty at that PDS on the date of scheduled arrival of the dependents at the employee's PDS; and

2. The employee agrees to serve for 1 year after arrival of dependents at the OCONUS PDS; or

3. The transportation is authorized through the Secretarial Process.

CHAPTER 6: EVACUATIONS

PART B: EMPLOYEES ONLY

SECTION 3: PAYMENTS DURING AN ORDERED/AUTHORIZED DEPARTURE FROM A FOREIGN AREA

SUBSECTION a: DSSR, CHAPTER 600 INDEX

6555 DSSR, CHAPTER 600 (EXTRACTED AND MODIFIED FOR DOD)

Department of State Standardized Regulations (DSSR); (Government Civilian, Foreign Areas); Chapter 600 (as annotated); Payments during Ordered/Authorized Departure; DEPARTMENTAL REGULATIONS

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CHAPTER 6: EVACUATIONS

PART B: EMPLOYEES ONLY

SECTION 3: PAYMENTS DURING AN ORDERED/AUTHORIZED DEPARTURE FROM A FOREIGN AREA

SUBSECTION b: DSSR, CHAPTER 600 DEFINITIONS

6560 DSSR, CHAPTER 600 (EXTRACTED AND MODIFIED FOR DOD)

The following material is extracted from the DSSR and modified to relate to a DOD civilian employee.

600 GENERAL

610 Definitions. **As used in these regulations, the following terms are defined as follows:**

a. Adult dependent includes the employee's spouse or domestic partner and any of the relatives defined in DSSR, section 040m who are age 21 and older. DSSR, section 040m (modified) is included below at DSSR, definition 610e.

b. Advance payment means the monetary amount payable to an employee ordered/authorized to depart or his/her designated representative in advance of the date on which the employee would otherwise be entitled to be paid.

c. Day means calendar day except when otherwise specified.

d. Department means any department of the Government of the United States of America, any agency or independent establishment in the executive branch of the Government, and any corporation in the executive branch wholly owned or controlled by the Government.

e. Dependent means a member of the employee's family or domestic partner as defined in DSSR, section 040m. Special factors include:

(1) Neither member of an assigned career or probationary career married working (tandem) couple or domestic partnership should be forced to be evacuated in dependent status. However, a career or probationary career employee in leave without pay status (LWOP) may be ordered/authorized to depart as a dependent;

(2) A locally-hired dependent employee should be evacuated or authorized to depart as dependents unless the Chief of Mission decides the position is essential, and the Department of State concurs in the decision.

The following definition of "dependent" according to the DSSR, section 040m, is modified to relate to DoD civilians:

Dependent means one or more of the following relatives of an employee residing at the employee's PDS who does not receive a similar allowance from the Gov't and is not included as another employee's dependent for determining a similar allowance:

(1) Spouse or domestic partner, excluding a spouse/domestic partner authorized to and receiving a similar allowance;

(2) Children who are unmarried and under age 21 or, regardless of age, are incapable of self-support. The term includes, in addition to natural offspring, step and adopted children, children of a domestic partner and children who are under the employee's, the spouse's, or the domestic partner's legal guardianship and expected to remain under legal guardianship until age 21. (See DSSR, sections 270 and 280 on education allowances and

educational travel.);

(3) The employee's, spouse's, and/or domestic partner's parents (including step and legally adopted parents), when the parents are at least 51 percent dependent on the employee for support;

(4) The employee's, spouse's, and/or domestic partner's sisters and/or brothers (including step or adopted sisters or brothers), when the sisters and/or brothers are at least 51 percent dependent on the employee for support, unmarried and under age 21 or, regardless of age, are incapable of self-support. (See DSSR, sections 270 and 280 on education allowances and educational travel.);

(5) When determined by the Secretary Concerned to be in the Gov't's interest, a father, mother, brother, sister, son or daughter, regardless of age or dependency, who acts as the official host/hostess or equivalent for an employee who has no spouse residing at the PDS.

f. Designated representative means a person age 18 years older who is named by an employee for the purpose of caring for, escorting, or receiving monetary payments on behalf of a dependent.

g. Evacuation means the authorized or ordered departure of an employee and/or dependent(s), for any of the circumstances outlined in DSSR, section 610j herein. The terms "evacuated" and "ordered/authorized to depart" are used interchangeably in these regulations.

h. Evacuation order means either an oral or written communication which authorizes or orders the departure from the post of assignment.

i. Evacuation payment or "evacuation/departure payment" means a monetary amount payable to an employee, his/her dependents, or designated representative during a period of ordered evacuation or authorized departure.

j. Evacuee means an employee or dependent who, because of military or other reasons in the national interest which create imminent danger to the life of the employee or dependents:

(1) Has departed post of assignment under authorized or ordered departure status; or

(2) Is ordered or authorized to depart post but cannot leave the post because of reasons beyond the control of the employee; and, in the case of an employee, is prevented by circumstances beyond the control of the employee and beyond the control of the Government from performing position duties; or

(3) Is prevented from returning to the post while temporarily absent from post but otherwise intended to do so.

k. Monetary amount is the net amount of compensation including any allowances or post differential due an employee after making all deductions authorized by law, such as retirement or social security deductions, authorized allotments, Federal withholding tax, and others, when applicable.

l. Safe haven as used in this chapter means: (1) a location or place officially designated by the Secretary of State to which an employee and/or dependent(s) is ordered or authorized to depart; or (2) an alternate safe haven is a safe haven authorized by the Secretary of State and through the Secretarial Process under individual circumstances when in the U.S. Government's interest.

Evacuees at a safe haven are not eligible for diplomatic courtesies, immunities, services and privileges accorded to the official American diplomatic community assigned to the safe haven. Also see Section 631a(1).

m. Subsistence expense allowance (SEA) means the daily monetary amount payable to assist in offsetting direct added subsistence expenses of evacuees.

n. Special allowance means an additional allowance to offset the direct added expenses incident to an ordered/authorized departure.

CHAPTER 6: EVACUATIONS

PART B: EMPLOYEES ONLY

SECTION 3: PAYMENTS DURING AN ORDERED/AUTHORIZED DEPARTURE FROM A FOREIGN AREA

SECTION c: DSSR, CHAPTER 600, SUBPARS. 611-639

6565 DSSR, CHAPTER 600 (EXTRACTED AND MODIFIED FOR DOD)

NOTE: The following material is extracted from the DSSR and modified to relate to a DOD civilian employee.

611 Description

611.1 Purpose. These regulations govern the authority and procedures for paying an employee who is evacuated from an assigned PDS, and for paying the dependents who are evacuated, for military or other reasons which create imminent danger to the life of the employee or the dependents or which otherwise are in the national interest.

611.2 Authority. These regulations are issued under the authority contained in 5 USC §5521-§5527 (The Act of September 26, 1961 (P.L 87-304, 75 Stat. 662)) as amended by the Foreign Service Act of 1980 (P.L. 96-495) and Executive Order 10982 issued 25 December 1961.

611.3 Scope. These regulations cover the authority for an advance of pay following an ordered/authorized departure, continuation of salary and allowance payments during the period of ordered/authorized departure, and special allowances to partially offset certain direct added expenses incurred as a result.

612 Coverage

612.1 Employees Covered. These regulations apply to:

(1) A DoD civilian employee who is a U.S. citizen or is a U.S. national, except as provided in DSSR, Section 612.3 (below), and

(2) When and to the extent determined by the Secretary of State, third country nationals, i.e., a civilian employee who is not a U.S. citizen or national and who is not a citizen or national of the country in which the evacuated PDS is located.

A third country national employee and/or dependents are considered for evacuation travel to the employee's country of origin, points of hire, or designated foreign or U.S. safe havens, if this is in the Gov't's interest.

612.2 Locations. These regulations apply to evacuations from, or within, any area situated outside:

(1) The U.S.;

(2) The Commonwealths of Puerto Rico and the Northern Mariana Islands, and

(3) Any U.S. territory or possession.

612.3 Locally Employed American Citizens Not Covered. These regulations do not apply to:

(1) Local U.S. citizens who do not have official Gov't employment, including but not limited to Americans with private business or organizations, teachers recruited by local American supported schools, Fulbright

grantees, and individuals with contracts to work for the foreign host government; or

(2) Locally hired American citizens who work for the Gov't but who do not have an agreement for return transportation to the U.S. at Gov't expense.

613 Authority

a. An employee and dependents are paid/reimbursed only if they meet the requirements of these regulations. Authorization for payment ceases on the date when the employee is determined as covered by the Missing Persons Act (50 App USC §1001 et seq.), unless payment is earlier terminated under these regulations or unless determined otherwise by the Secretary of State.

b. JTR, Ch 6, Part A covers allowances for the dependents of uniformed personnel. A member is not evacuated, but may be sent TDY as required.

614 Authorized Safe Haven Designation

a. The Secretary of State designates an official safe haven as far in advance of any actual or possible evacuation as practicable. An employee and the employee's dependents are expected to travel to this safe haven if an evacuation is authorized/ordered. See DSSR, Sections 631-633 for commencement and payment of special allowances.

b. When there is insufficient time for a written evacuation order due to the nature of the danger, the Secretary of State must be notified as soon as possible of the conditions that warrant the order so that an appropriate safe haven may be authorized and payment of special allowances approved.

c. An alternate foreign OCONUS safe haven location is authorized by the Secretary of State and through the Secretarial Process under individual circumstances when in the Gov't's best interest and is effective no earlier than the request date for an alternate foreign OCONUS safe haven location. Following Secretary of State authorization, the Principal Deputy Under Secretary of Defense (Personnel and Readiness) (PDUSD (P&R)) may authorize/ approve requests for reimbursement of travel and transportation expenses to an alternate foreign OCONUS safe haven location for an evacuated dependent. For requests within DOD, PDUSD (P&R), please call (703) 697-2086 or DSN (312) 227-2086.

615 Advance Payments

616 Eligibility

An employee may be paid in advance of the normal pay day when, in the authorizing officer's opinion, payment is required to help defray the immediate expenses incident to an evacuation of an employee and/or dependents.

617 Advance Payment Amount

Any advance payment is based on the compensation rate including any allowances or post differential for which an employee was eligible immediately prior to the evacuation order issuance. The advance payment amount is the monetary amount for a period NTE 30 days, or a lesser number of days as determined appropriate by the authorizing officer.

617.1 Advance Payment Computation

(a) For a full time and regular part time employee, the advance payment amount is computed on the basis of the number of regularly scheduled workdays scheduled to occur during the period as determined under DSSR, Section 617.

(b) For an intermittent employee, the advance payment amount is computed on the basis of the number of days

on which the employee is expected to work during the period as determined under DSSR, Section 617. The number of days is determined whenever possible by approximating the number of days per week ordinarily worked by the employee during an average six-week period.

617.2 Payment

(a) The advance payment may be paid to the employee or a designated representative. Payments to anyone other than the employee should be made only pursuant to prior written authority from the employee, wherever possible. If circumstances do not permit prior written authorization, the payment may be made and the employee should then confirm such payment by preparation and submission to the safe haven post, or appropriate management office, of an allotment or assignment of pay form, immediately following departure of dependents. If the employee is evacuated or authorized to depart, submission is upon arrival at the safe haven post.

(b) The advance payment is made at any time after the evacuation order is given, but not later than 30 days after the employee/dependent(s) has evacuated from the PDS.

617.3 Payment Procedures. An advance payment and any required adjustment thereof is made IAW procedures established through the Secretarial Process.

618 Recovery

618.1 General Requirements. After an employee's account is reviewed as required by DSSR, Section 638 (follows), if the employee is indebted for any part of an advance payment made, indebtedness recovery must be started by the payroll office having jurisdiction over the employee's account unless a waiver of recovery has been authorized. Indebtedness repayment is made either in full or in partial payments as agreed upon by the payroll officer and the employee.

618.2 Waiver of Recovery. Recovery of indebtedness for an advance payment may not be required if the head of agency determines that recovery is against equity and good conscience or against the public interest IAW agency procedures.

620 Continuation of Salary and Allowance Payments

621 Computation

621.1 Family Ordered/Authorized to Depart – Employee Remains at PDS

(a) Post Allowance. After all members of an employee's family depart from the PDS pursuant to an evacuation order, the post allowance is reduced to the "employee without family" rate.

(b) Temporary Quarters Subsistence Allowance (TQSA). If early return of the employee's family to the PDS is anticipated, TQSA may continue at the rate prescribed in DSSR, Sections 120 and 925.

(c) Living Quarters Allowance (LQA). LQA may continue at the "with family" rate for a period NTE six months.

(d) Education Allowance

(1) "School at post" education allowances are terminated without financial penalty to the employee IAW appropriate provisions governing education allowances in the DSSR, Section 274.22. If there is an Internet classroom set up with the school at post, expenses incurred by the employee/parent at the safe haven location associated with the Internet classroom in which the child is participating, are reimbursed under the current year “school at post” education allowance maximum. These expenses include what the school at post charges for this service and connectivity charges in the U.S. for Internet classroom related activities in which the child

is participating.

(2) "School away from Post" education allowance may continue until the school year end for children attending "school away from post" outside the U.S.

(3) "School at safe haven", see DSSR, Section 633 for special education allowance.

(e) Educational Travel. When a dependent child is at a school in the U.S. using educational travel benefits under DSSR, Section 280, the official safe haven location becomes the travel destination. See DSSR, Section 633.4.

621.2 Employee and Family Ordered/Authorized to Depart

(a) Post Allowance. The post allowance is terminated as of the close of business of the departure day from the PDS.

(b) Temporary Quarters Subsistence Allowance (TQSA). The TQSA is terminated as of the close of business of the departure day from the PDS.

(c) Living Quarters Allowance (LQA). LQA payment terminates as of the close of business of the employee's departure day from the PDS, unless the employee is required to maintain and pay for quarters at the PDS or unless lease termination is impossible or impracticable.

(d) Education Allowance

(1) "School at post" education allowances are terminated without financial penalty to the employee IAW appropriate provisions governing education allowances in the DSSR, Section 274.22. If there is an Internet classroom set up with the school at post, expenses incurred by the employee/parent at the safe haven location associated with the Internet classroom in which the child is participating are reimbursed under the current year "school at post" education allowance maximum. These expenses include what the school at post may charge for this service and connectivity charges in the U.S. for Internet classroom related activities in which the child is participating.

(2) "School away from post" education allowances. See DSSR, Section 633.

(e) Educational Travel. When a dependent is at a school in the U.S. using educational travel benefits under DSSR, Section 280, the official safe haven location becomes the travel destination. See DSSR, Section 633.4.

(f) Post Differential and Danger Pay. When the employee departs PDS pursuant to ordered/authorized departure, post differential and danger pay payments terminate IAW DSSR, Sections 532 and 654.2, respectively. Subsequent eligibility for these benefits to an evacuated employee at the safe haven or other temporary duty stations is governed by DSSR, Sections 540 and 655, respectively.

622 Payment

Insofar as practicable, payments are made on the employee's regular paydays computed as follows:

a. For a full time and a regular part time employee, the payment amount is computed on the basis of the employee's regularly scheduled workweek.

b. For an intermittent employee, the payment amount is computed, whenever possible, by approximating the number of days per week ordinarily worked by the employee during an average six-week period.

c. Payment, and any required adjustment, is IAW procedures established through the Secretarial Process. Payments may be paid to the employee, an adult dependent, or a designated representative. Payments to anyone

other than the employee should be made only pursuant to prior written authority from the employee, wherever possible. If circumstances do not permit prior written authority, the payment may be made and the employee should then confirm such payment by preparation and submission of an allotment or assignment of pay form IAW procedures established through the Secretarial Process, immediately following dependents' departure or, if the employee is also evacuated, upon arrival at the safe haven.

d. When an advance payment is made under DSSR, Section 615, no part of the advance is offset against salary and allowance payments (DSSR, Section 620) as long as the evacuation order remains in effect. See DSSR, Sections 618 and 638 for reconciling employee accounts.

623 Termination

The authority for allowance payments under DSSR, Section 620 ceases as of the earliest of the following dates:

a. The date the evacuated/departed employee commences travel under an assignment order to another PDS outside the evacuation area;

b. The effective date of transfer when the employee is already at the PDS to which transferred for permanent duty;

c. The date of separation;

d. The date specified by the head of agency;

e. The date specified by the Secretary of State;

f. 180 days after the evacuation order is issued; or

g. The date the evacuee commences return travel to the previously evacuated PDS.

624 Agency Report Requirements

When an evacuation is ordered/authorized, a report is immediately submitted to the head of agency who forwards a copy to the Department of State. The report must contain the following information:

a. Names of evacuated employees;

b. Names of evacuated dependents (indicating, as appropriate, designated representatives);

c. Feasibility of officially reassigning evacuated employees to other positions;

d. Number of evacuated employees and skills needed to reactivate the PDS; and

e. Any other facts or circumstances that may aid in determining whether or not evacuation payments are necessary beyond the first 60 days of the evacuation period.

A similar report is made 45 days after the evacuation. Upon receipt of this report, a determination is made as to the number of evacuated employees who need to be retained as the civilian staff available for the performance of duty and for whom evacuation payments may be continued beyond the first 60 days of the evacuation. As soon as this determination is made, the post is instructed as to the number of evacuated employees who may continue to receive evacuation payments and the duration of the period for which such payments are to continue. When the extension is less than 120 additional days, and the evacuation lasts beyond the authorized period for evacuation payments, authority to continue evacuation payments up to the full 120 additional days is through the Secretarial Process.

625 Work Assignments for an Evacuated Employee

625.1 An evacuated employee at a safe haven may be assigned to perform any work considered as necessary or required during the evacuation period without regard to the employee's grade or title.

625.2 Failure or refusal to perform assigned work may be a basis for terminating further evacuation payments and/or taking disciplinary action.

625.3 When a part time employee, either regular or intermittent, is given assigned work at the safe haven, a record of the hours worked is maintained so that payment may be made for any hours of work that are greater than the number of hours on which payments under DSSR, Section 620 are made.

630 Special Allowances

To help offset direct added expenses that are incurred by the evacuee as a result of an evacuation order, special allowances are provided for certain travel, transportation, subsistence, and special education expenses. The employee is responsible for normal family living expenses. Only one departure is permitted an evacuee during any one evacuation period. In determining the direct added expenses payable as special allowances under these regulations, an agency should consider the following items as the maximum amounts payable:

631 Travel and Transportation Expenses

The travel and transportation expenses for an employee/dependent(s) authorized/ordered to depart the PDS are IAW the JTR for TDY travel (App I). Per diem is authorized for dependents at a rate equal to the rate payable to the employee, except that the rate for dependents under age 12 is one half of this rate. Per diem for an employee/dependent(s) is payable from the date of departure from the evacuated area through the date of arrival at the safe haven, including any delay period en route that is beyond an evacuee's control or that may result from evacuation travel arrangements.

a. Special Safe Haven Travel Considerations:

(1) From PDS to Safe Haven Locations. When the fifty U.S. and the District of Columbia are the officially designated safe haven, authorized/ordered departure dependent travel and transportation is permitted to an authorized home leave point or to any other location in one of the fifty U.S. or the District of Columbia. Dependents authorized/ordered to depart the PDS to one of the fifty U.S. or the District of Columbia earlier than the employee, are permitted travel and transportation at Gov't expense to rejoin an employee subsequently authorized/ordered to depart the PDS to a different safe haven in one of the fifty United States or the District of Columbia. Dependent travel and transportation expenses to and from an alternate safe haven outside the fifty United States and the District of Columbia are reimbursed NTE a constructed cost calculation from the evacuated PDS to the employee's selected safe haven in one of the fifty United States or the District of Columbia.

(2) From outside Point to Safe Haven. When an evacuee is away from a PDS on official travel (RAT, R&R, FEML, TDY) at the time of an authorized/ordered evacuation, travel and transportation expenses are paid to the safe haven location from the employee/dependent's location. If an employee/dependent is away from the PDS on personal travel when an evacuation is authorized/ordered, travel and transportation expenses to the safe haven location are constructed cost, NTE the cost of travel and transportation from the evacuated PDS to the safe haven location. Upon arrival at the safe haven location, SEA payments under DSSR, Section 632 are applicable.

(3) Airfreight Allowance and Airfreight Replacement Allowance. An airfreight allowance for UB is authorized for authorized/ordered departure from/return to PDS. If the airfreight allowance is not used to ship UB because of circumstances beyond the evacuee's control, an airfreight replacement allowance (in lieu of an airfreight allowance from PDS) may be granted to help defray costs of items, normally part of the authorized airfreight shipment, that must be purchased. The flat amounts are as follow: First evacuee

without family: $250; First evacuee with one family member: $450; or First evacuee with two or more family members: $600. Receipts are not required for this allowance. NOTE: Even when the airfreight replacement allowance is granted from PDS, evacuees are still eligible for an airfreight allowance when/if they return to PDS.

(4) Third Country National. On a case by case basis, as determined by the head of agency, a third country national employee and/or that employee's dependents should be considered for evacuation travel to the employee's country of origin or point of hire rather than to other designated foreign or U.S. safe havens, if it is in the Gov't's interest and authorized by the Secretary of State.

b. HHG, POV and Local Transportation Allowance

Access to (while in storage), delivery and return to storage of, HHG for evacuees is at personal expense. Shipment of a POV is not authorized at Gov't expense. In the absence of a POV at the safe haven location, a transportation allowance to assist with local transportation costs paid at a rate of $25 per day, regardless of the number of dependents. The transportation allowance is paid from the first day following arrival day at the safe haven location. Receipts are not required.

632 Subsistence Expense Allowance (SEA)

Unless otherwise directed by the Secretary of State, a subsistence expense allowance (SEA) for an evacuee is determined and paid IAW these provisions. Payment commences as of the date following the evacuee's arrival day at an authorized safe haven location and may continue NTE day 180 or when terminated under these regulations, whichever occurs first. Authorization to make payments ceases on the 181st day after the evacuation order is issued. Any subsequent order issued after the 180th day constitutes a separate order, starts a separate 180-day period, and applies only to evacuees departing under that order. (See DSSR, Section 631 for Air Freight Replacement Allowance and Transportation Allowance. See page IA-27 for the Evacuation Payments Worksheet.)

632.1 Daily Amounts Authorized

(a) From the day following arrival day at the safe haven location the first evacuee and additional dependents are reimbursed according to either a commercial or non-commercial rate. The commercial rate requires a commercial lodging receipt. The non-commercial rate applies on days for which a commercial lodging receipt is not received. On the 31st day at the safe haven location, the reimbursement rate is reduced to the 31st through 180th day amount shown for the rate (commercial or non-commercial) the employee/dependent(s) chooses for each of the remaining days in evacuation status. The employee may choose to be the "first evacuee" if evacuated, even if evacuated after the dependent(s). There is only one "first evacuee", except as provided under DSSR, Section 632.4(b) ("Tandem Couples").

(b) Commercial rate

(1) The daily amounts allowed for days 1 through 30 following arrival day at the safe haven location are:

For the first evacuee: Up to 100 percent (or up to 150 percent for special family compositions listed below) of the lodging portion of the safe haven locality per diem rate (receipt required) plus a flat amount (no receipts required) equal to 100 percent of the M&IE portion of the safe haven locality per diem rate. If the first evacuee cannot get an exemption from paying commercial lodging tax in a CONUS or non-foreign OCONUS area safe haven, the first evacuee is reimbursed for the tax in addition to the amount allowed for the lodging portion.

Special Family Compositions

(a) First Evacuee plus one (non-spouse dependent, age 18 or older);

(b) First Evacuee plus one (non-spouse dependent of opposite gender, age 12 or older);

(c) First Evacuee plus two (one non-spouse dependent, age 18 or older; or one non-spouse dependent, opposite gender, age 12 or older);

(d) First Evacuee plus three (one non-spouse dependent, age 12 or older);

(e) First Evacuee plus four or more dependents.

NOTE: For special family compositions not addressed by (a) through (e) above, submit requests through the appropriate Civilian Advisory Panel (CAP) member to the Director, Office of Allowances (A/OPR/ALS), U.S. Department of State, Washington, DC 20522-0104.

For each additional evacuee age 18 or older: A flat amount equal to 100 percent of the M&IE portion of the safe haven locality per diem rate.

For each additional evacuee under age 18: A flat amount equal to 50 percent of the M&IE portion of the safe haven locality per diem rate.

Example 1 (Commercial Rate). Per day amounts for days 1 through 30 commencing from the day following arrival day at safe haven. Safe haven locality per diem = $200 ($150/ $50). Family consists of Employee, Spouse, Children ages 6, 12 and 18. NOTE: Special Family Composition (e) applies.

First Evacuee: Lodging up to $225; M&IE $50
Spouse: $50
Children 6 & 12: $25; $25
Child 18: $50

Lodging reimbursed for actual expense up to maximum of $225. Commercial lodging receipt required. M&IE portions are flat amounts and receipts are not required. Lodging taxes are reimbursed in addition to these amounts for a CONUS or non-foreign OCONUS area safe haven.

(2) The per day amounts allowed from the 31st day following arrival day at the safe haven location through the end of the evacuation are:

For the first evacuee: Up to 100 percent (or up to 150 percent for special family compositions listed above) of the lodging portion of the safe haven locality per diem rate (receipt required) plus a flat amount (no receipts required) equal to 80 percent of the M&IE portion of the safe haven locality per diem rate. If the first evacuee cannot get an exemption from paying the commercial lodging tax in a CONUS or non-foreign OCONUS area safe haven, the first evacuee is reimbursed for the tax in addition to the amount allowed for the lodging portion.

For each additional evacuee age 18 or older: A flat amount equal to 80 percent of the M&IE portion of the safe haven locality per diem rate.

For each additional evacuee under age 18: A flat amount equal to 40 percent of the M&IE portion of the safe haven locality per diem rate.

Example 2: (Commercial Rate). Per day amounts for days 31 through end of evacuation NTE day 180. Safe Haven locality per diem = $200 ($150/ $50). Family consists of Employee, Spouse, Children ages 6, 12 and 18. NOTE: Special Family Composition (e) applies.

First Evacuee: Lodging up to $225; M&IE $40
Spouse: $40
Children 6 & 12: $20; $20
Child 18: $40

The only difference between Example 1 and Example 2 is the reduction in the M&IE portion to 80% of days 1 through 30 commercial rate. Lodging reimbursed for actual expense up to maximum of $225 per day. Commercial lodging receipt required. M&IE portions are flat amounts and receipts are not required. Lodging taxes are reimbursed in addition to these amounts for a CONUS or non-foreign OCONUS area safe haven.

(3) For lease coverage see DSSR, Section 632.4(c).

(c) Non-Commercial Rate

(1) The per day amounts allowed for days 1 through 30 commencing from the day following arrival at the safe haven location are:

First Evacuee. A flat amount of 10 percent of the lodging portion of the safe haven locality per diem rate (no receipts required) plus a flat amount (no receipts required) equal to 100 percent of the M&IE portion of the safe haven locality per diem rate.

Each Additional Evacuee Age 18 or Older. A flat amount equal to 100 percent of the M&IE portion of the safe haven locality per diem rate.

Each Additional Evacuee under Age 18. A flat amount equal to 50 percent of the M&IE portion of the safe haven locality per diem rate.

Example 1: (Non-Commercial Rate). Per day amounts for days 1 through 30 commencing from the day following arrival day at safe haven. Safe Haven locality per diem = $200 ($150/ $50). Family consists of a tandem couple (each employee is eligible for "first evacuee" rates) with children ages 3 and 13.

First Evacuee: Flat amount $15; M&IE $50
First Evacuee: Flat amount $15; M&IE $50
Children 3 and 13: $25; $25
Receipts are not required for any of these amounts.

(2) The per day amounts allowed from the 31st day following arrival day at the safe haven location through the evacuation end are:

First Evacuee. A flat amount (no receipts required) equal to 80 percent of the M&IE portion of the safe haven locality per diem rate.
Each Additional Evacuee Age 18 or Older. A flat amount equal to 80 percent of the M&IE portion of the safe haven locality per diem rate.
Each Additional Evacuee under Age 18. A flat amount equal to 40 percent of the M&IE portion of the safe haven locality per diem rate.

Example 2: (Non-Commercial Rate). Per day amounts for days 31 through end of evacuation NTE day 180. Safe Haven locality per diem = $200 ($150/ $50). Family consists of a tandem couple (each employee is eligible for "first evacuee" rates) with children ages 3 and 13.

First Evacuee: M&IE $40
First Evacuee: M&IE $40
Children 3 and 13: $20; $20
Receipts are not required for any of these amounts.

632.2 Official Foreign Area Safe Haven or Authorized Alternate Safe Haven

(a) When a foreign area is the officially designated safe haven, the SEA is based on the designated foreign area

locality per diem rate under the same payment guidelines in DSSR, Section 632.1.

(b) When an evacuee goes to an authorized alternate safe haven the SEA is based on the lowest of the following per diem rates using the same payment guidelines in DSSR, Section 632.1: (1) the locality to which evacuated, (2) the locality rate applicable to the official safe haven (whether U.S. or foreign) or (3) the standard CONUS rate.

632.3 Actual Payment. The daily SEA rate is either the maximum rate as determined above, or a lower rate if, in the authorizing officer's judgment, such lower rate would be more in keeping with necessary living expenses.

632.4 Special Rules for Subsistence Expense Allowance (SEA)

(a) During Annual Leave, Sick Leave, Home Leave, Leave without Pay. Following authorized leave, an employee away from the PDS on annual leave (including R&R), sick leave or home leave when an evacuation is authorized, should immediately notify the PDS of return to work status to become eligible for the SEA at the designated safe haven. The employee then returns to the PDS immediately or receives authority to report to the official safe haven or to a TDY station. Dependents become eligible for SEA the day following their arrival day at the authorized safe haven and following the employee's commencement of official travel to the PDS, TDY location or safe haven. SEA is not paid to any evacuee authorized to receive travel per diem. See DSSR, Section 634. An employee and/or dependents in R&R or home leave status are not eligible for SEA. SEA payments continue for dependents previously ordered/authorized to depart who are joined by an employee on R&R or home leave, but no additional travel for the dependents is authorized at Gov't expense. SEA continues for employee/dependents while an employee in authorized/ordered departure status takes annual or sick leave. An employee in leave without pay (LWOP) status is not eligible for SEA unless evacuated as a dependent.

(b) Tandem Couples. Each employee member of a tandem couple should each receive up to the first evacuee rate of SEA. See DSSR, Section 610e(1).

(c) Lease Coverage. If an employee or designee signs a lease for lodging at the safe haven and is authorized to return to the PDS, a waiver of the refund due the Gov't on an advance or reimbursement of expenses incurred should be authorized for the unexpired lease period up to 30 days NTE the lodging portion of the safe haven locality per diem rate (plus applicable tax if an exemption cannot be obtained on commercial lodging in CONUS or a non-foreign OCONUS area).

633 Special Education Allowance

Unless otherwise directed by the Secretary of State, a special education allowance may be paid on behalf of children evacuated to the official safe haven as follows:

633.1 Official Safe Haven in Foreign Area

(a) At the annual rate of the "school at post" education allowance indicated for the safe haven; or

(b) At the "school away from post" rate of either the PDS or safe haven, at the authorizing officer's discretion, to which children are sent away from the safe haven to schools necessitating boarding. In this case the SEA ceases for that child. The official safe haven location displaces the PDS as the travel destination.

633.2 Official Safe Haven in one of the fifty United States or the District of Columbia. Ordinarily, education allowances are not payable on behalf of children evacuated from a foreign PDS to a safe haven in one of the fifty United States or the District of Columbia if accompanied by a parent, as public schools are available to all residents. However, if prior to evacuation, a child was attending school in one of the fifty United States or the District of Columbia using the "away from post" education allowance, the rate authorized for the PDS may continue for the school year remainder. SEA is not authorized for children on "away from post" education allowance. See DSSR, Sections 621.1(d)(1) and 621.2(d)(1) for reimbursement under "School at post" education allowance, for Internet classroom expenses associated with school at post, incurred at the safe haven.

633.3 Authorized Alternate Safe Haven. A special education allowance is not authorized at an alternate safe haven.

633.4 Child Eligible for Educational Travel at the Time of Evacuation. Educational travel eligibility rules continue as provided in DSSR, Section 280, except that the official safe haven displaces the PDS as the travel destination from school. While the child is temporarily at the safe haven location, SEA payments are made consistent with DSSR, Section 632. SEA payments are not made while the child is at school.

633.5 Child Eligible for Special Needs Allowance at the Time of Evacuation. If a child already qualifies for and is receiving the special needs allowance and that child has no valid, legal Individual Education Plan (IEP) acceptable to U.S. public schools at the safe haven location for special education services, then the special education allowance may continue during the evacuation until the public school begins to provide special services. See DSSR, Sections 271m; 276.2; and 276.8. Expenses may be reimbursed under the current year "school at post" and "special needs" education allowance maximum and may include items in DSSR, Section 276.8c.

634 Suspension of SEA Payments

SEA payments under DSSR, Section 632 are suspended in the applicable per person amount when the employee or dependents are authorized the travel expense allowance under DSSR, Section 631, travel per diem, or educational travel under DSSR, Section 280. If SEA payments are temporarily suspended for the first evacuee, another dependent also receiving SEA becomes the first evacuee and receives the higher SEA payment.

635 Termination of SEA Payments

SEA payments during an evacuation cease as of the earliest of the following dates (an appropriate grace period necessary to arrange return to PDS may be authorized, normally NTE ten days, provided it is justified on the employee's travel voucher NTE the 180 day limit):

(a) The date the evacuated employee commences travel under an assignment travel order to another PDS;

(b) The effective date of transfer when the employee is already at the PDS to which transferred;

(c) The date of separation;

(d) The date specified by the Secretarial Process;

(e) The date specified by the Secretary of State;

(f) 180 days after the evacuation order is issued; or

(g) The date the evacuee commences return travel to the PDS.

636 Return to Assignment

Not later than 180 days after the evacuation order is issued, an employee must be returned to the regular PDS of assignment, or appropriate action must be taken to reassign the employee to another PDS. This action must be taken IAW prescribed agency regulations.

638 Review – Employee Accounts (See also Section 618.)

638.1. The payroll office having jurisdiction over the employee's accounts reviews the account at the earliest possible date after the evacuation is terminated, or earlier if the circumstances justify, or after the employee returns to the assigned PDS, or when the employee is officially reassigned to another PDS.

638.2. For the period or periods covered by any payments under these regulations, the employee is considered as though active Federal service had been rendered in a regular position without a break in service. Compensation is adjusted on the basis of the compensation rates, including any allowances or post differentials, to which the employee would otherwise be entitled under all applicable statutes other than those codified in 5 USC §§5521-5527, and as reflected in DSSR, Sections 621.1 and 621.2. Any adjustments also reflect payments made to the employee as authorized by DSSR, Sections 617 through 618.

639 Employee/Dependents Assigned but Not Arrived at PDS

An employee and/or dependent(s) who has not yet arrived at the PDS at the time of the evacuation/departure order is not covered by DSSR, Chapter 600. However, under the limited circumstances outlined in DSSR, Section 245, an employee and/or dependent(s) precluded from proceeding to PDS may be eligible for payments equivalent to those provided in DSSR, Chapter 600. When the DSSR, Section 245 criteria are not met, dependents who normally would accompany an employee to PDS are eligible for involuntary SMA (DSSR, Section 260) effective the date the employee begins official travel under an assignment travel order.

CHAPTER 6: EVACUATIONS

PART B: EMPLOYEES ONLY

SECTION 3: PAYMENTS DURING AN ORDERED/AUTHORIZED DEPARTURE FROM A FOREIGN AREA

SUBSECTION d: DSSR, CH 600 FAQS

FREQUENTLY ASKED QUESTIONS ON EVACUATION

Department of State Standardized Regulations (DSSR)
Interpretation of Evacuation Payment Regulations (DSSR 600)

6570 DSSR, CHAPTER 600 (EXTRACTED AND MODIFIED FOR DoD)

1. **Q: What is the difference between an authorized and an ordered departure?**

A: Authorized departure allows the chief of mission (principal officer in charge of a diplomatic mission in a foreign area) greater flexibility in determining which employee/employee groups may depart, and avoids the negative connotation attached to the term "evacuation." Since the law uses the terms synonymously, there is no benefit difference. On the same day that the State Department's Under Secretary of State for Management approves evacuation status for the PDS, authorized or ordered, the 180 day clock "begins ticking".

2. **Q: Do all U.S. Gov't Agencies subscribe, follow or adhere to the DSSR on evacuations?**

A: IAW DSSR, Sec 645 all Agencies implement the DSSR. To ensure fair and consistent treatment of all evacuees, Agencies desiring to deviate from DSSR, Ch 600 must seek the Secretary of State's authorization before doing so. The dependents of uniformed personnel are covered separately under JTR, Ch 6, Part A.

SAFE HAVEN

3. **Q: How does a dependent select an official safe haven and on what is the Subsistence Expense Allowance (SEA) based?**

A: The State Department's Under Secretary of State for Management designates the U.S. (DSSR defines this as the fifty United States and the District of Columbia) as the official safe haven location even though the DSSR allows for OCONUS (non-foreign and foreign) official safe haven designations. A designation of U.S. means that dependents may select an official safe haven anywhere in the fifty United States or the District of Columbia. A dependent evacuee should select as an official safe haven the location at which the longest time is to be spent (e.g., where children are to go to school or where family/friends reside). An evacuee is not required to remain at the official safe haven; however, SEA payments are based on the official safe haven location per diem rate. An evacuee can change safe havens to somewhere else in the U.S. (another of the fifty United States or the District of Columbia) once during an evacuation. Transportation between safe havens may be authorized sparingly through the Secretarial Process (par. 6505-C2) for a reason/reasons other than only personal preference. The appropriate evacuee locator and accounting offices must be notified of any address change. See Q&A 5 for transporting dependents to join subsequently evacuated employee.

4. **Q: What benefits are available for dependents going to an authorized alternate safe haven?**

A: If the "official" safe haven is the fifty United States or the District of Columbia, then anywhere outside the 50 United States and the District of Columbia is an "alternate" safe haven. Evacuation benefits are available only if the Secretary of State and the Agency head/designee authorizes the alternate safe haven as being in the Gov't's best interest (DSSR, Sec 614c). Within DoD, PDUSD (P&R) may authorize an alternate safe haven

(phone (703) 697-2086 or DSN (312) 227-2086). The employee cannot simply choose an alternate safe haven. The employee must travel to the official safe haven (DSSR, Sec 631a(1)). The only benefits at an authorized alternate safe haven are: (1) constructed cost travel (NTE travel and transportation costs between the evacuated PDS and the employee's official safe haven location) if the dependent(s) want to join the employee at the employee's official safe haven location; and (2) limited SEA based on the lowest per diem rate of the official safe haven, authorized alternate safe haven, or Standard CONUS - $142 as of 10-1-16. The lowest is usually the Standard CONUS rate. Education allowance is limited to Internet costs between the PDS school and the alternate safe haven (DSSR, Secs 621.1d and 621.2d). Diplomatic immunities, privileges, or services are not available at the alternate safe haven.

5. **Q: May previously evacuated dependents join the employee at the employee's official safe haven?**

A: Dependents evacuated to an official safe haven or authorized alternate safe haven may rejoin the employee at the employee's safe haven. Dependent travel from an official safe haven to the employee's safe haven is at U.S. Government expense. Dependent travel from an authorized alternate safe haven to the employee's official safe haven is constructed cost travel NTE the travel and transportation costs from the evacuated PDS to the employee's official safe haven (DSSR, Sec 631a(1)).

6. **Q: Can an evacuated employee accompany dependents, who are unable to travel alone due to special needs or minor age, to their official U.S. (within the 50 United States and the District of Columbia) safe haven?**

A: IAW these travel regulations (DSSR), an employee accompanying dependents, unable to travel alone, to the official or authorized alternate safe haven is reimbursed for travel and transportation expenses (1) there and back to the PDS; or (2) there and to the employee's official safe haven.

7. **Q: Can a dependent on educational travel or "away from post" education allowance go to the safe haven following evacuation of a PDS?**

A: Yes. The official safe haven location displaces the foreign PDS for travel purposes under education allowance and educational travel (DSSR, Sec 633.2 and DSSR, Sec 633.4, respectively). SEA payments are not allowed for children on "away from post" education allowance (DSSR, Sec 633.2). SEA payments are allowed for children under educational travel only when they are at the safe haven, unmarried, and under 21 (see definition of "child" at DSSR, Sec 040m(2)).

EVACUATION PAYMENTS: SUBSISTENCE EXPENSE ALLOWANCE (SEA) AND ADVANCE PAYMENTS

8. **Q: When do SEA benefits start for evacuees?**

A: (1) Official safe haven: SEA benefits start the day following arrival day at the official safe haven location. SEA is not paid for travel en route to the official safe haven location.

(2) Authorized alternate safe haven: SEA starts the day following arrival day at the authorized alternate safe haven location if an alternate safe haven is authorized prior to the dependents' evacuation. SEA starts no earlier than the date the PDUSD (P&R) receives the request for the alternate safe haven if an alternate safe haven is authorized after evacuees have arrived at that location. SEA is not authorized until the evacuee arrives at the official safe haven if the request for an alternate safe haven is denied.

9. **Q: When an employee is evacuated after the dependents, is the employee authorized SEA under DSSR, Sec 632.1, at the full amount for the first evacuee or at the additional dependent amount?**

A: When the employee is evacuated after dependents, the employee may elect to be either the first evacuee or additional dependent. The DSSR allows for dependents and the employee to be at different safe haven locations, but there is only one "first evacuee" under the formula (whether commercial or non-commercial). Only dependents residing with the first evacuee are counted for additional reimbursement for larger dwelling. See FAQ 14.

10. **Q: Can an employee and dependents on RAT or on FEML receive SEA payments?**

A: An employee and dependents cannot receive SEA while on RAT or in FEML status (DSSR, Sec 632.4). If away from the PDS at the time the evacuation is ordered/departure authorized, the employee must either return to the PDS or declare intention to do so before any dependent qualifies for evacuation benefits. Transportation is authorized to the official safe haven location. SEA may not start for an evacuee until that evacuee arrives at the authorized safe haven and the employee has started official travel to the PDS or official safe haven. The date also may depend on when the employee or dependents were due to return to the PDS.

11. **Q: What if the employee/dependent is in MEDEVAC/health care travel status?**

A: SEA payments are not paid when per diem is paid (i.e., while on MEDEVAC/health care travel). Once the MEDEVAC/health care travel period is terminated and per diem is no longer paid, the employee/dependent receives SEA on the day following arrival day at the authorized safe haven location.

12. **Q: What if dependents have been evacuated and the employee later joins the evacuated dependents on a different type of travel authorization such as FEML or RAT?**

A: The employee cannot receive SEA. However, SEA continues for dependents previously evacuated (DSSR, Sec 632.4).

13. **Q: Who determines whether the commercial or non-commercial rate for SEA applies? Can an employee draw SEA at the commercial rate and dependents draw SEA at the non-commercial rate at the same time?**

A: Commercial or non-commercial applies to the type of lodging the first evacuee occupies. Per DSSR, Sec 632.1, "There is only one 'first evacuee', except as provided under DSSR, Sec 632.4(b) ('Tandem Couples')". Only the first evacuee (employee or a dependent) is reimbursed for a percentage of the lodging portion of the official/authorized alternate/standard CONUS safe haven locality per diem rate. All other dependents receive a percentage of the meal and incidental expense (M&IE) portion of the first evacuee's safe haven locality per diem rate.

If the first evacuee submits a commercial lodging receipt, then the commercial rate formula applies. If a commercial lodging receipt is not submitted, then the non-commercial rate formula applies. Both formulae are shown on the Evacuation Payments Worksheet (EPW) in DSSR, Sec 960. If commercial lodging does not include furniture and/or utility costs, these costs are reimbursed as part of lodging (receipts required since this is a "lodging related" expense).

14. **Q: If more than one hotel room or larger Qtrs is/are required, is there flexibility to allow reimbursement above the commercial rate maximum of 100% of the lodging portion of the safe haven locality per diem rate?**

A: The first evacuee is reimbursed up to 50% above the lodging maximum when using the commercial rate. Special consideration is given to the following family compositions:

(1) First Evacuee plus one (non-spouse dependent, age 18 or older);

(2) First Evacuee plus one (non-spouse dependent of opposite gender, age 12 or over);

(3) First Evacuee plus two (one non-spouse dependent, age 18 or older; or one non-spouse dependent, opposite gender, age 12 or older);

(4) First Evacuee plus three (one non-spouse dependent, age 12 or over); and

(5) First Evacuee plus four or more dependents.

15. **Q: What if I have a special family composition not included as one of the five in FAQ 14?**

A: Requests for other special family considerations are submitted through the appropriate Civilian Advisory Panel (CAP) member to the Director, Office of Allowances (A/OPR/ALS), U.S. Department of State, Washington, DC 20522-0104.

16. **Q: Is my nanny/caregiver eligible for SEA?**

A: No, unless the nanny/caregiver is a dependent. The nanny/caregiver may be the designated representative (DSSR, Sec 610f) named by an employee to care for, escort, or receive monetary payments for a dependent.

17. **Q: When an evacuation order terminates, is there a grace period to continue SEA until the day an evacuee returns to the PDS?**

A: When an evacuation order terminates, an employee/dependent may continue to receive SEA for three days starting from the day after the day an evacuation order is terminated. For the employee not returning to the foreign PDS, SEA for only three days is allowed if the employee has not started travel under a PCS travel authorization/order to another PDS. For an employee/dependents returning to the evacuated PDS, an additional discretionary period of up to seven days may be authorized due to transportation delays. An evacuee must provide a statement on the travel voucher justifying the additional seven (7) days required to arrange for return transportation to the foreign PDS (e.g., airline reservations or air freight pick up). Personal reasons do not justify additional days of SEA. SEA payments cannot exceed 180 days.

18. **Q: Is there any other provision under the Evacuation Payments if I need further help with unexpected expenses related to evacuation?**

A: Yes. Under DSSR, Sec 615 Advance Payments, an employee may be paid in advance of the normal payday when the authorizing officer determines payment is required to help defray evacuation related expenses. Advance payment may be for a maximum of 30 days 'salary' based on the compensation rate including any allowances or post differential to which the employee was entitled immediately prior to the ordered/authorized evacuation. The advance payment may be made at any time after the evacuation order is given, but not later than 30 days after the employee/dependent(s) has evacuated from the PDS.

OTHER ALLOWANCES

19. **Q: What happens to the "away from post" education allowance when an evacuation takes place?**

A: The "away from post" education allowance continues until the current school year end. The official safe haven location replaces the PDS for travel within the education allowance. SEA is not authorized for any time covered by the "away from post" education allowance (DSSR, Sec 633.2).

20. **Q: Does a newly assigned employee/dependents who has/have not arrived at the PDS qualify for evacuation benefits under DSSR, Ch 600?**

A: Under the evacuation benefits law, only an employee and dependents who are temporarily away from the PDS at the time of the evacuation order are eligible for evacuation benefits if prohibited from returning. Under the transfer allowance authority, DSSR, Sec 245 allows equivalent benefits to certain newly assigned personnel who are prohibited from proceeding to the PDS.

On the ordered/authorized departure date:

(1) The employee's transfer travel authorization/order must have been issued.

(2) The employee must be within 60 days of scheduled departure directly to the new PDS, and 3(a), (b) or (c) below must apply; and

(3)(a) HHG are packed and the residence is vacated; (b) the employee transferring from a PDS in the U.S. has an irrevocable contractual agreement for lease/sale of the residence; or (c) the employee transferring from a foreign PDS with a direct transfer authorization (i.e., no RAT prior to reporting to the new foreign PDS) is required by the PDS to vacate the residence.

If all three criteria are not met, dependents are eligible for only Involuntary Separate Maintenance Allowance under DSSR, Sec 262.1.

21. **Q: Can you explain voluntary Separate Maintenance Allowance (SMA) if, for personal reasons, an evacuee wants to return to the PDS later? See FAQ 22 for education.**

A: Following an authorized/ordered departure termination, an employee may elect voluntary SMA at the official safe haven for dependents previously eligible for SEA payments and for whom round trip travel and transportation expenses are already authorized. The employee may terminate this voluntary SMA and dependents may return to the PDS unless it is during the employee's last 90 days at the PDS. This SMA is not the "one change of option" during a tour of duty. (DSSR, Sec 264.2(2)).

22. **Q: Can you explain Transitional SMA for education following termination of an authorized/ordered departure (DSSR, Sec 262.3b)?**

A: Following an authorized/ordered departure termination, an employee may elect Transitional SMA (DSSR, Sec 262.3b) at the official safe haven when dependents are in commercial housing and choose to remain to complete the current school year if a child is in the current school year final semester (grades K through 12). Transitional SMA for education may be paid for up to 90 days. See DSSR, Sec 267.1b for rates.

23. **Q: What happens after an evacuation terminates and the PDS becomes unaccompanied (i.e., dependents can no longer go to the PDS)?**

A: An employee whose dependents were in temporary commercial lodging should apply for Transitional Separate Maintenance Allowance (DSSR, Sec 262.3a). An employee whose dependents were in non-commercial lodging should apply for Involuntary SMA. Instead of Involuntary SMA for children in grades K-12, an employee may consider the "away from post" education allowance option. See DSSR, Sec 276.23 for details. Since SMA payments are not retroactive, the employee should submit Standard Form (SF) 1190 BEFORE the evacuation ends, for these benefits.

DEPARTURE FROM/RETURN TO THE PDS

24. **Q: If a Permanent Change of Station (PCS) travel authorization has been issued prior to an employee/dependent's departure from the PDS, which takes precedence?**

A: PCS travel authorization always takes precedence over any other travel authorization, including an evacuation order. An evacuee's travel should be charged to the PCS travel authorization. An evacuee may be eligible for SEA benefits if the evacuation occurs prior to originally scheduled PCS travel. When dependents depart the PDS under an evacuation order and the employee subsequently departs the PDS under a PCS travel authorization, all evacuation benefits cease for dependents when the employee's PCS travel begins.

25. **Q: How long is an evacuation order valid for return travel to the PDS?**

A: Ordinarily, an evacuation order is valid for up to one year from the issuance date. Return to the PDS is not allowed within 30 days of reassignment travel.

TANDEM COUPLES

26. **Q: Whose travel authorization should address dependent children when only one of a tandem couple is**

evacuated??

A: In this case, the children are on the evacuating employee/parent's travel authorization.

27. **Q: How does a tandem couple evacuated to the same official safe haven submit receipts under the commercial rate formula for lodging?**

A: A couple residing in the same commercial lodgings submits their vouchers together. Reimbursement procedure would then split the hotel bill in half for each employee to claim. Each employee is also eligible for the first evacuee meal and incidental expense (M&IE) amount allowed in DSSR, Sec 632.1(b). See FAQ 14 for special family composition consideration if there are additional dependents.

SHIPMENT OF HOUSEHOLD GOODS (HHG), UB AND PRIVATELY OWNED VEHICLE (POV)

28. **Q: Do I have access to stored HHG while evacuated?**

A: Access to, delivery from and return to storage of HHG for evacuees is at personal expense, not Government expense (DSSR, Sec 631b).

29. **Q: If I do not have UB shipped from my PDS during an evacuation and I receive the airfreight replacement allowance, can I get UB shipped back to the PDS after the evacuation?**

A: Yes. The airfreight replacement allowance is in place of the UB from the PDS.

30. **Q: What is the amount of the airfreight replacement allowance?**

A: It is a flat amount, no receipts required, as follows: First evacuee without dependents $250; First evacuee with one dependent $450; and First evacuee with two or more dependents $600. It is intended to enable evacuees to purchase those necessary items not brought out of the PDS as UB.

31. **Q: What if I have an airfreight shipment to my official safe haven, can the air freight be shipped again if I subsequently join my spouse at the employee's official safe haven?**

A: Yes.

32. **Q: What if I get an airfreight replacement allowance since I could not get an airfreight shipment out, can I subsequently get air freight shipped from my official safe haven if I join my spouse at the employee's official safe haven?**

A: Yes. The logic is that you got the airfreight replacement allowance to purchase things you could not bring out in your airfreight shipment; therefore, airfreight shipment/UB is allowed from the official/U.S. safe haven to your spouse's U.S. safe haven.

33. **Q: Can I transport a POV from the PDS to the safe haven point?**

A: POV transportation is not authorized at government expense. In place of a POV at the safe haven, a transportation allowance (DSSR, Sec 631b) is authorized at a rate of $25 per day regardless of the number of dependents. Receipts are not required.

CHAPTER 6: EVACUATIONS

PART B: EMPLOYEES ONLY

SECTION 3: PAYMENTS DURING AN ORDERED/AUTHORIZED DEPARTURE FROM A FOREIGN AREA

SUBSECTION e: DSSR, CHAPTER 600, EVACUATION PAYMENTS

6575 DSSR, CHAPTER 600 (EXTRACTED AND MODIFIED FOR DoD)

EPW – EVACUATION PAYMENTS WORKSHEET (DSSR 600)
(See reverse on this page for additional details)

Safe Haven Location used to calculate the Subsistence Expense Allowance (SEA). If within the U.S., include name of county to further identify safe haven location.

_____
City County (U.S. only) U.S. State or Country

Safe Haven Lodging ("L") _____ Meals & Incidental Expenses ("M&IE") _____

Safe Haven Advance Received $_____

The commercial rate requires a receipt for lodging in a hotel, motel, commercially leased house or apartment, or other transient-type commercial establishment.

	Commercial Rate Days 1 through 30	Commercial Rate Days 31 through 180
First Evacuee	100% x L = _____ 100% x M&IE = _____	100% x L = _____ 80% x M&IE = _____
Each other Eligible Family Member age 18 & over	100% x M&IE = _____	80% x M&IE = _____
Each other Eligible Family Member under age 18	50% x M&IE = _____	40% x M&IE = _____

SPECIAL FAMILY COMPOSITION CONSIDERATION
(Check Only One)

_____First Evacuee plus one (non-spouse eligible family member, age 18 and older).
_____First Evacuee plus one (non-spouse eligible family member of opposite gender, age 12 and over).
_____First Evacuee plus two (one non-spouse eligible family member, age 18 and older; or one non-spouse eligible family member, opposite gender, age 12 and older).
_____First Evacuee plus three (one non-spouse eligible family member, age 12 and over).
_____First Evacuee plus four or more family members.

NOTE: For special family composition consideration not addressed above, submit request through agency to the Director, Office of Allowances (A/OPR/ALS), U.S. Department of State, Washington, DC 20522-0104.

See reverse for further explanation of the commercial rate and application of 50% above the 100% lodging level when the special family composition applies.

The "non-commercial" rate applies for days when a receipt for a commercial establishment is not received.

	Non-Commercial Days 1 through 30	Non-Commercial Days 31 through 180

First Evacuee	10% x L = _____ 100% x M&IE = _____	No lodging amount paid 80% x M&IE = _____
Each other eligible family member age 18 and over	100% x M&IE = _____	80% x M&IE = _____
Each other eligible family member under age 18	50% x M&IE = _____	40% x M&IE = _____

EPW - EVACUATION PAYMENTS WORKSHEET (DSSR 600)

ADDITIONAL EVACUATION PAYMENTS

In addition to SEA payments, a transportation allowance may be paid at a rate of $25/day, regardless of the number of dependents. An airfreight replacement allowance may be paid if air freight was not shipped FROM post. The employee and eligible family members are still eligible to ship airfreight BACK TO post. Amounts are:

--$250 for first evacuee only;

--$450 for first evacuee and one eligible family member;

--$600 for first evacuee and two or more eligible family members.

Internet Sources for All Per Diem Rates
--48 states and DC (CONUS.) = GSA (Per diems are first listed by county. Exceptions are noted. If there is not a separate listing, the per diem rate used to calculate SEA should be the Standard CONUS rate.)
--Non-Foreign OCONUS. = DoD, DTMO.
--All Foreign Locations = DoS

Basic rules for determining SEA payments: If you are at your official safe haven, SEA is calculated using the per diem rate for your official safe haven. Official safe haven of first evacuee is used to determine payments for all eligible family members. If you are at an approved alternate safe haven, SEA is calculated using the LOWEST of the per diem rates for the following:

(a) Official safe haven;

(b) Approved alternate safe haven; or

(c) CONUS. As of 1 October 2016, that is $142 ($91/ $51.

Commercial Rate. Commercial Rate is based on first evacuee's safe haven location. Reimbursement of lodging costs is based on actual costs (receipts required) up to the maximum allowed. Room tax for CONUS or non-foreign, outside CONUS safe haven locations may be reimbursed in addition to the lodging maximum. Room tax for foreign safe haven is already included in the maximum and is not reimbursed separately. M&IE component is paid as a flat amount. No itemization and no receipts are required. M&IE is based on the first evacuee's safe haven location. First evacuee may be reimbursed for actual expenses up to 50% above this maximum due to special family composition (check appropriate situation under "Special Family Composition Consideration"). Receipts are required. Reimbursement is based on first evacuee's safe haven lodging rate and special consideration counts only eligible family members residing at first evacuee's safe haven location. Examples of maximum reimbursement when applying 50% above maximum: (1) If first evacuee's safe haven lodging rate is $150, maximum reimbursement for family lodging is $225/day; (2) If first evacuee's safe haven lodging rate is $100, maximum reimbursement for family lodging is $150/day.

Non-Commercial Rate. Non-commercial rate is based on first evacuee's safe haven location. Lodging and M&IE components are flat amounts. Receipts are not required.

CHAPTER 6: EVACUATIONS

PART B: EMPLOYEES ONLY

SECTION 4: PAYMENTS DURING AN ORDERED/AUTHORIZED DEPARTURE IN THE UNITED STATES

6580 OPM REGULATIONS

DoD Implementation of OPM regulations in 5 CFR §550-401 through §550-409 regarding payments during an evacuation (including evacuation during a pandemic health crisis).

Questions regarding evacuations may be referred to: pay@cpms.osd.mil

DoD web site with evacuation information: http://www.cpms.osd.mil/hurricaneinfo/pages/info_hrprct/pay.htm

For additional guidance see OPM'S "handbook (and addendum) on pay and leave benefits for federal employees affected by severe weather emergencies or other emergency situations" available at: http://www.opm.gov/oca/compmemo/2005/2005-18hb.pdf

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Sec. 550.401 Purpose, Applicability, Authority, and Administration

(a) Purpose. This Part provides regulations to administer Title 5 CFR, Section 550-401 through 550.409 within DoD. Those sections implement Subchapter III (except Sections 5524a and 5525) of Chapter 55 of Title 5, USC, and provide for Government-wide uniformity in making payments during an evacuation to an employee or the employee's dependents, or both, who are evacuated in the CONUS and non-foreign OCONUS areas because of natural disasters or for military or other reasons that create imminent danger to their lives. These regulations generally adopt the section numbering scheme of the corresponding CFR provisions that contain similar subject matter.

(b) Who May Order an Evacuation from a Location in the U.S. or in a Non-foreign OCONUS Area

(See the definition of "United States" below.)

The following officials may order an evacuation from any location in the U.S. and certain non-foreign areas:

1. The SECDEF, or the Secretary's designated representative (USD (P&R) DSN (312) 224-2798, COML (703) 614-2798), for employees and dependents of DoD components;

2. The Secretary of the Army, Navy, or Air Force, or the Secretary's designated representative, for civilian employees and dependents of their respective Services;

3. The head of a DoD Component (see definition in App A) or designated representative;

4. The commander of a U.S. Installation (see definition in App A) or designated representative; and

5. The commander, director, head, chief or supervisor of an organization or office.

Allowances may be paid as soon as one of the above officials orders an evacuation. The officials in item 5 were delegated the authority to order evacuations by USD (Personnel and Readiness) Memo Subject: Evacuation of Civilian Employees dated 29 July 1994.

(c) Applicability. This part applies to—

(1) The DoD and DoD Components;

(2) An employee of a DoD Component who is a U.S. citizen/national;

(3) An employee of a DoD Component who is not a U.S. citizen/national, but who was recruited with a service agreement that provides return transportation to the area from which recruited; and

(4) An alien employee of a DoD Component hired within the U.S.

(d) Authority. An advance payment, evacuation payment and payment of a special allowance as provided by this Part may be made by the responsible official designated by the Secretarial Process (See definition of "Secretarial Process" in App A).

(e) Administration. The responsible official designated by the Secretarial Process for the DoD Component concerned having employees subject to this Part is responsible for the proper administration of this Part. An advance

payment and evacuation payment and any required adjustments must be made IAW the DoD component's procedures.

Sec. 550.402 Definitions

(a) Agency means an Executive agency, as defined in Section 105 of Title 5, USC.

(b) Day means a calendar day.

(c) Dependent means a family member (with no age limitation) of the employee residing with the employee and dependent on the employee for support. (OPM Evac – No age limit on dependent (11 Oct 2005 email)).

(d) Designated representative means a person age 16 years or older who is named by an employee for the purpose of caring for a dependent.

(e) Domestic partner means a person in a domestic partnership with an employee or annuitant of the same sex.

(f) Domestic partnership means a committed relationship between two adults of the same sex in which the partners

(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 the 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, will 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.

(g) Evacuated employee means an employee of a DoD Component who has received an order to evacuate.

(h) Family member means an individual with any of the following relationships to the employee:

(1) Spouse, and parents thereof;

(2) Sons and daughters, and spouses thereof;

(3) Parents, and spouses thereof;

(4) Brothers and sisters, and spouses thereof;

(5) Grandparents and grandchildren, and spouses thereof;

(6) Domestic partner, and children and parents thereof, including a domestic partner of any individual in paragraphs (2)-(5) of this definition; and

(7) Any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

(i) Order to evacuate means an oral or written order to evacuate an employee and/or that employee's dependents from an assigned area.

(j) Safe haven means a location to which an employee and/or dependent will be or has been evacuated.

(k) United States (U.S.) means the 50 States, the District of Columbia, the Commonwealths of Puerto Rico and the Northern Marianna Islands, and any territory or possession of the U.S. This definition is equivalent to the definition of the U.S. and Non-foreign OCONUS area in App A. See App A for listing of territories and possessions of the U.S.

Sec. 550.403 Advance Payments; Evacuation Payments; Special Allowances

(a) An advance payment of pay, allowances, and differentials may be made to an employee who has received an order to evacuate, if, in the opinion of the responsible official designated under the Secretarial Process, advance payment is required to help the employee defray immediate expenses incidental to the evacuation.

(b) Evacuation payments of pay, allowances, and differentials may be made to an employee during an evacuation and must be paid on the employee's regular pay days, when feasible.

(c) Special allowances, including travel expenses and per diem, may be paid to evacuated employees to offset any direct added personal expenses or dependents' expenses that are incurred as a result of the evacuation.

(d) An advance payment or an evacuation payment may be paid to the employee, a dependent age 16 years or older, or a designated representative. When payment is made to someone other than the employee, the employee's prior written authorization must have been provided to the authorizing official designated by the Secretarial Process.

(e) Any DoD Component may make payments in an evacuation situation to an employee of another Federal agency/ DoD Component (or the employee's dependent(s) or personal representative) who has received an order to evacuate. When a payment is made under this Part by a DoD Component other than the employee's agency/DoD Component, the DoD component making the payment must immediately report the amount and date of the payment to the employee's agency/DoD Component so that prompt financial actions may be taken.

Sec. 550.404 Computation of advance payments and evacuation payments; time periods

(a) Payments must be based on the rate of pay (including allowances, differentials, or other authorized payments) to which the employee was entitled immediately before the issuance of the evacuation order. All deductions authorized by law, such as retirement or social security deductions, authorized allotments, Federal withholding tax, and others, when applicable, must be made before an advance payment or evacuation payment is made.

(b) (1) The amount of advance payments must cover a time period NTE 30 days or a lesser number of days, as determined by the authorizing official designated by the Secretarial Process.

(2) Evacuation payments must cover the time period during which the evacuation order remains in effect, unless terminated earlier, but cannot exceed 180 days. When feasible, evacuation payments should be paid on the employee's regular paydays.

(c) When an advance payment has been made to or for the account of an employee, the amount of the advance payment must not diminish the amount of the evacuation payments that would otherwise be due the employee.

(d) (1) For a full-time and part-time employee, the amount of an advance payment or an evacuation payment is computed on the basis of the number of regularly scheduled workdays for the time period covered.

(2) For an intermittent employee, the amount of an advance payment or evacuation payment is computed on the basis of the number of days on which the employee would be expected to work during the time period covered. The number of days must be determined, whenever possible, by approximating the number of days per week ordinarily worked by the employee during an average 6-week period, as determined by the DoD component.

Sec. 550.405 Determination of Special Allowances

NOTE: An agency may provide special allowances for subsistence expenses under 5 CFR 550.405(b) for an employee who returns to the PDS and who does not occupy the uninhabitable home (e.g., single family home, apartment, etc.) used before the evacuation. See Examples at http://www.opm.gov/oca/compmemo/2005/2005-18hb.pdf. An agency may also use the same authority to provide special allowances for dependents who return to the PDS with the employee and who do not occupy the uninhabitable home. Additional guidance is available in OPM's "Handbook On Pay and Leave Benefits For Federal Employees Affected By Severe Weather Emergencies or Other Emergency Situations" at http://www.opm.gov/oca/compmemo/2005/2005-18hb.pdf (OPM email - Employee & Dependents Return to PDS But their Residence Uninhabitable (11-17-05).)

In determining the direct added expenses that may be payable as special allowances, the following must be considered:

(a) The travel expenses and per diem for an evacuated employee and the travel expenses for the dependents are as prescribed for TDY travel in the JTR, whether or not the employee or dependents would actually be covered or subject to the JTR. In addition, per diem is authorized for dependents of an evacuated employee at a rate equal to the rate payable to the employee, as determined IAW the JTR (except that the rate for dependents under age 12 is one half of this rate), whether or not the employee or dependents actually would be covered or subject to the JTR. Per diem for an employee and dependents is payable from the departure date from the evacuated area through the arrival date at the safe haven, including any en route delay period that is beyond an evacuee's control or that may result from evacuation travel arrangements.

(b) Subsistence expenses for an evacuated employee and/or dependents are determined at applicable per diem rates for the safe haven or for a station other than the safe haven that has been authorized/approved by the responsible official designated by the Secretarial Process. Such subsistence expenses begin to be paid on the date following arrival and may continue until terminated. The subsistence expenses are computed on a daily rate basis, as follows:

(1) The applicable maximum per diem rate is computed as shown in the example in par. 6595-B for the employee and each dependent who is age 12 or older. For each dependent under age 12, the per diem rate is one-half of the applicable maximum per diem rate for the employee and dependents who are age 12 or older. These maximum rates may be paid for a period not to exceed the first 30 days of evacuation.

(2) If after expiration of the 30 day period, the evacuation has not been terminated, the per diem rate is computed at 60 percent of the rates prescribed in paragraph (b)(1) of this section until a determination is made by the responsible official designated by the Secretarial Process that subsistence expenses are no longer authorized. This rate may be paid for a period not to exceed 180 days after the effective date of the order to evacuate.

(3) The daily rate of the subsistence expense allowance actually paid an employee is either a rate determined IAW paragraphs (b) (1) and (2) of this section or a lower rate determined by the responsible official designated by the Secretarial Process to be appropriate for necessary living expenses.

(c) Payment of subsistence expenses is decreased by the applicable per-person amount for any period during which the employee is authorized regular travel per diem IAW the JTR.

Sec. 550.406 Work Assignments during Evacuation; Return to Duty

(a) An evacuated employee at a safe haven may be assigned to perform any work considered necessary or required to be performed during the evacuation period without regard to the employee's grade or title. Failure or refusal to perform assigned work may be a basis for terminating further evacuation payments.

(b) When a part-time employee is given assigned work at the safe haven, a record of the number of hours worked must be maintained so that payment may be made for any hours of work that are greater than the number of hours on which evacuation payments are computed.

(c) Not later than 180 days after the effective date of the evacuation order (or when the emergency or evacuation situation is terminated, whichever is earlier), an employee must be returned to the regular duty station, or appropriate action must be taken to reassign the employee to another duty station.

Sec. 550.407 Termination of Payments during Evacuation

Advance payments or evacuation payments terminate when the responsible official designated by the Secretarial Process determines that:

(a) The employee is assigned to another duty station outside the evacuation area;

(b) The employee abandons or is otherwise separated from the assigned position;

(c) The employee's employment is terminated by transfer to retirement rolls or other type of annuity based on cessation of civilian employment;

(d) The employee has resumed duties at the duty station from which evacuated; NOTE: TDY allowances are not payable for an employee working at the PDS. However, if incident to an evacuation, an employee's home is not habitable but the employee is required to work at the PDS, the special allowance authority in 5 CFR §550.405 may be used to pay lodging and M&IE expenses for the employee while on duty at the PDS and per diem for dependents at the safe haven (OPM email 26 September 2005).

(e) Payments are no longer warranted; or

(f) The employee is covered by the Missing Persons Act (50 USC App. §1001 et seq.), unless payment is earlier terminated under these regulations.

Sec. 550.408 Review of Accounts; Service Credit

(a) The payroll office having jurisdiction must review each employee's account for the purpose of making adjustments at the earliest possible date after the evacuation is terminated (or earlier if the circumstances justify), after the employee returns to the assigned duty station, or when the employee is reassigned officially.

(b) The employee's pay must be adjusted on the basis of the rates of pay, allowances, or differentials, if any, to which he or she would otherwise have been entitled under all applicable statutes other than 5 USC §5527. Any adjustments in the employee's account must also reflect advance payments made to the employee under §550.403(a) of this Part.

(c) (1) After an employee's account is reviewed as required by paragraph (a) of this section, if it is found that the employee is indebted for any part of an advance payment, recovery of the indebtedness must be effected by the payroll office having jurisdiction over the employee's account, unless a waiver of recovery has been approved. Repayment of the indebtedness may be made either in full or in partial payments, as determined

by the responsible official designated by the Secretarial Process.

(2) Recovery of indebtedness for advance payment is not required when it is determined by the responsible official designated by the Secretarial Process that the recovery would be against equity or good conscience or against the public interest. Findings that formed the basis for waiver of recovery must be filed in the employee's personnel folder on the permanent side.

(d) For the period or periods covered by any payments made under this part, the employee is performing active Federal service in the assigned position without a break in service.

Sec. 550.409 Evacuation Payments during a Pandemic Health Crisis

(a) An agency may order one or more employees to evacuate from their worksite and perform work from home (or an alternative location mutually agreeable to the agency and the employee) during a pandemic health crisis without regard to whether the agency and the employee have a telework agreement in place at the time the order to evacuate is issued. Under these circumstances, an agency may designate the employee's home (or an alternative location mutually agreeable to the agency and the employee) as a safe haven and provide evacuation payments to the employee. An agency must compute the evacuation payments and determine the time period during which such payments will be made IAW § 550.404. An evacuated employee at a safe haven may be assigned to perform any work considered necessary or required to be performed during the period of evacuation without regard to grade, level, or title. The employee must have the necessary knowledge and skills to perform the assigned work. Failure or refusal to perform assigned work may be a basis for terminating evacuation payments, as well as disciplinary action.

(b) The head of an agency, in that person's sole and exclusive discretion, may grant special allowance payments, based upon a case-by-case analysis, to offset the direct added expenses incidental to performing work from home (or an alternative location mutually agreeable to the agency and the employee) during a pandemic health crisis.

(c) An agency may terminate evacuation payments under the conditions listed in § 550.407. An agency must make any necessary adjustments in pay consistent with § 550.408 after the evacuation is terminated.

CHAPTER 6: EVACUATIONS

PART B: EMPLOYEES ONLY

SECTION 5: PER DIEM FOR AN EMPLOYEE AND/OR DEPENDENTS WHILE AT SAFE HAVEN INCIDENT TO AN EVACUATION FROM A PDS WITHIN CONUS OR NON-FOREIGN OCONUS LOCATION

6585 PURPOSE

Per diem is provided to assist an employee with the excess costs involved in temporarily maintaining dependents at a safe haven.

6590 LODGING PLUS PER DIEM FOR AN EVACUATED EMPLOYEE/DEPENDENT

A. Safe Haven Allowance Authorization. An evacuated employee and/or dependent is authorized a safe haven allowance using the Lodging Plus per diem computation method for each day in an evacuation status.

B. Actual Expense Restriction. Actual expense allowances in Ch 4, Part C, do not apply to an evacuation.

C. Lodging Plus. The Lodging Plus per diem computation method consists of a lodging ceiling and an M&IE allowance.

D. Expenses. See the definition of per diem, in App A , for expenses that per diem covers.

E. Lodging Reimbursement. The maximum lodging reimbursement for an employee and dependent family is the actual total daily lodging cost incurred by the family, NTE the sum of the authorized daily lodging portion of the locality per diem rate.

B. Actual Expense Restriction. Actual expense allowances in par.020307, do not apply to an evacuation.

1. Lodging cost is not reimbursable if an evacuated employee/dependent stays with a friend/relative while at a safe haven.

2. Lodging cost is reimbursable if an employee/dependent leases lodging (e.g., a house, apartment) from a friend/relative with a bona fide, standard written lease. In this situation the friend/relative does not jointly occupy the leased lodging.

G. M&IE Payment. Each evacuated employee/dependent is authorized the per diem M&IE portion even if not authorized the per diem lodging portion for any given day. See example in par. 6595-B.

H. Gov't Dining Facility. Gov't dining facility availability/use has no effect on per diem for an employee/dependent(s) even if they are used without charge.

I. Advance Payment. Per diem payable under this par. may be paid in advance IAW Ch 6, Part B4, §550-403(d).

6595 PER DIEM COMPUTATION

A. General

1. Lodging tax is a reimbursable expense (App G) in addition to per diem while:

a. At a CONUS/non foreign OCONUS safe haven, or

b. Traveling in a CONUS/non-foreign OCONUS area.

2. Lodging tax is not a reimbursable expense while:

   a. At a foreign OCONUS safe haven, or

   b. Traveling in a foreign OCONUS area.

3. The VAT relief certificate cost is separately reimbursable if the certificate is used to avoid paying the lodging tax.

4. Laundry/dry cleaning/pressing of clothing expenses are included in the Incidental Expense portion of per diem in OCONUS locations and are not separately reimbursable expenses. There is no authority to reimburse laundry/dry cleaning expenses while at a CONUS safe haven or designated place.

B. Computation Example. The per diem rates used in the following example are for illustrative purposes only and do not necessarily reflect current rates.

PER DIEM INCIDENT TO EVACUATION			
An employee, the employee's spouse, one child age 12 and one child under age 12 were evacuated from a CONUS duty station to a CONUS safe haven. The daily actual lodging cost incurred at the safe haven by the employee and three dependents, who shared one room, was $95 plus $7.60/day for lodging tax (8%). The maximum per diem applicable at that location was $146 ($85/ $61).			
(a) Unless a lower rate is authorized under Ch 6, Part D, §550-405(b)(3), the maximum daily amount that may be paid to the employee and three dependents for the first 30 consecutive days is determined as follows (Ch 6, Part D, §550.405(b)(1)):			
The employee and each dependent age 12 or older is authorized per diem NTE the full rate ($146) ($85/ $61). Each dependent under age 12 is authorized per diem NTE 50% of the rate.			
	M&IE	Max Lodging	Total
Employee:	$61	$85	$146
Employee's spouse	$61	$85	$146
Child (age 12 or older)	$61	$85	$146
Child (under age 12)	$30.50 ($61 x 50%)	$42.50 ($85 x 50%)	$ 73
Max daily amount that may be paid for costs incurred by the employee and 3 dependents	$213.50	$297.50	$511
(b) Determine the actual total daily amount for the first 30 consecutive days, within the maximum amounts shown in (a) ($213.50 for M&IE and NTE $297.50 for lodging), as follows:			
M&IE:	$213.50 (The M&IE in this daily amount is paid to cover cost meals and incidental expenses for the employee and three dependents. No itemization or receipts are required.)		
Lodging:	$95 (The actual daily amount (no lodging tax) paid for lodging by the employee and three dependents and is less than the maximum ($297.50) that may be reimbursed. A lodging receipt is required for this amount.)		
Daily amount:	$308.50 (Daily amount that is payable to the employee and dependents (within the maximum $511 established in (a) for costs incurred by the employee and three dependents for the first 30 consecutive days)).		
Lodging Tax:	$7.60/day		
Total:	$316.10 (Actual daily amount paid to employee and dependents for costs (including lodging tax) incurred by the employee and three dependents for first 30 consecutive days).		
(c) Beginning on the 31st day per diem is computed at 60% (for employee and dependents 12 or older) and 30% (for dependents under 12) of the applicable per diem rate, unless a lower rate is authorized under Ch 6, Part D, §550-405(b)(3). The maximum daily amount starting on the 31st through the 180th consecutive days that may be paid for the employee and three dependents in this example as follows:			
	M&IE	Max Lodging	Total
Employee	$36.60 ($61 x 60%)	$51 ($85 x 60%)	$87.60
Employee's spouse	$36.60 ($61 x 60%)	$51 ($85 x 60%)	$87.60
Child (age 12 or older)	$36.60 ($61 x 60%)	$51 ($85 x 60%)	$87.60

Child (under age 12)	$18.30 ($61 x 30%)	$25.50 ($85 x 30%)	$43.80
Max daily amount that may be paid for costs incurred by the employee & 3 dependents	$128.10	$178.50	$306.60

(d) Determine the actual total daily amount that is paid for 31st to 180th consecutive days, within the maximum amounts shown in (c) ($128.10 for M&IE and NTE $178.50 for lodging), as follows:

M&IE:	$128.10 (The M&IE in this daily amount is paid to cover cost of meals and incidental expenses for the employee and three dependents. No itemization or receipts are required.)
Lodging:	$95 (The actual daily amount (no lodging tax) paid for lodging by the employee and three dependents and is less than the maximum ($147) that may be reimbursed. A lodging receipt is required for this amount.)
Daily amount:	$223.10 (Daily amount payable to the employee and dependents within the maximum $306.60 established in (c) for costs incurred by the employee and three dependents for the 31st to 180th consecutive days).
Lodging Tax:	$7.60/day
Total:	$230.70 (Actual daily amount paid for costs (including lodging tax) incurred by the employee and three dependents for the 31st to the 180th consecutive days).

CHAPTER 6: EVACUATIONS

PART B: EMPLOYEES ONLY

SECTION 6: FAMILY VISITATION TRAVEL (FVT)

6600 GENERAL

A. Purpose. FVT enables an eligible employee to travel at Gov't expense to:

1. The CONUS,

2. A non-foreign OCONUS area, or

3. Other location

to visit immediate family members evacuated from the employee's foreign PDS.

B. Discretionary Allowance. FVT:

1. Is a discretionary allowance, not an authorized allowance.

2. Expenses are the responsibility of the employee's command.

3. Is not authorized for travel within the foreign area/country of assignment.

C. Legal Authority. 10 USC §1599b; 22 USC §4081.

D. Allowable Transportation Expenses

1. General. A DoD component may pay for, or an eligible individual may be reimbursed for the transportation cost from the airport serving the employee's foreign PDS (or applicable originating point) to the airport serving the destination authorized for FVT and return.

2. Transportation Reimbursement

a. Reimbursable Transportation Related Expenses

(1) The following transportation related expenses are reimbursed if not included in the transportation ticket cost:

(a) TMC fees,

(b) Charges for the first checked bag,

(c) Arrival/departure taxes/fees, and

(d) Ground transportation between interim terminals.

(2) Currency conversion fees (par. 2830), for allowable transportation costs.

b. Authorized Reimbursement. Transportation reimbursement is NTE the Gov't procured transportation cost between a traveler's PDS and the authorized destination.

c. Reimbursement not Authorized. The following expenses are not authorized for FVT:

(1) Per diem;

(2) Excess accompanied baggage (except for the first checked bag);

(3) Unaccompanied baggage; and/or

(4) Ground transportation from PDS/home/destination to the airport and return (to include parking).

3. Transportation Mode

a. The AO determines the authorized transportation mode.

b. The cost of the authorized transportation mode may not exceed the cost of the policy constructed airfare (App A) between authorized locations.

c. For POC use, the cost is based on the 'other mileage rate' in par. 2600-A.

4 Transportation Restrictions. A traveler under this paragraph:

a. Must use Government transportation if reasonably available to the authorized/alternate destination. A traveler who fails to do so must not be reimbursed transportation costs (See par. 3220-A),

b. May use commercial transportation if Government transportation is not reasonably available, and

c. May not exceed the policy-constructed airfare cost (App A) for commercial transportation between authorized destinations. The Government transportation cost MUST NOT be used for cost comparison purposes.

d. Is required to have an AO determination of "reasonable availability" after the AO considers mission requirements, frequency and scheduling of flights, and other relevant circumstances (including those personal to the traveler) that affect scheduling FVT.

E. Eligibility. This Part applies only to an employee, who is a U.S. citizen, assigned to a foreign OCONUS PDS for a tour of more than one year:

1. Who has a service agreement that provides for return transportation at Gov't expense to the employee's actual residence; and

2. Whose immediate family members were evacuated from the employee's foreign OCONUS PDS.

F. Commercial Transportation. The following applies:

1. Commercial transportation must be by the most expeditious mode (ordinarily air service) on direct routing.

2. Indirect routing is permissible only when official duties must be performed en route or when it is to the Gov't's advantage to purchase a ticket in foreign currency at an intermediate point.

3. Accommodations must be in coach (unless 'other than economy/coach' accommodations are authorized/ approved under par. 2800-B) or, when air service is not available, minimum first class rail or bus service.

4. Special fares such as excursion fares and round trip fares must be used to the maximum extent prudently possible.

5. U.S. flag carriers must be used except as indicated in par. 2800-C.

6. Reimbursement may not exceed allowable transportation expenses actually incurred.

7. Excess and near excess foreign currencies must be used to the maximum extent feasible.

G. Travel Order

1. General

a. The DD Form 1610 (Request and Authorization for TDY Travel of DoD Personnel) is used to authorize FVT transportation.

b. Rules concerning transportation accommodations for TDY travel also apply to FVT.

2. Commercial Aircraft. See par. 3500 for commercial aircraft use.

3. Arranging Official Travel. See par. 2400 for arranging official travel.

H. Refund. An employee must repay Gov't paid or reimbursed expenses if FVT is used as a substitute for travel for which FVT use is not authorized. For example, return to CONUS or to a non-foreign OCONUS area and resignation.

I. Year. For FVT purposes, a year starts on the:

1. Evacuation date of the employee's family, or

2. Return date to the OCONUS PDS from RAT.

J. Charge to Leave. See DoDI 1400.25, Vol. 630, and DoDI 1400.25, Vol. 1260.

K. Scheduling

1. Activities in foreign countries must schedule FVT to ensure the orderly performance of official duties at all times.

2. To the maximum extent possible, FVT must be combined with travel required for official purposes.

3. Exceptions to the limitations in par. 6600-M1 may be made through the Secretarial process for valid reasons, provided that workload and scheduling considerations permit.

L. Travel to the CONUS/Non-foreign OCONUS Area. The following rules apply.

1. Not more than two round trips to the CONUS/non-foreign OCONUS area may be authorized during a 1-year period.

2. For part of a year, one trip may be permitted for each full 6-month period of service at an evacuated foreign PDS.

3. FVT trips to the CONUS/non-foreign OCONUS area may be authorized 3 months after family members:

a. Are evacuated from the foreign PDS, or

b. Located at a safe haven in a foreign country return to the CONUS/non-foreign OCONUS area,

The total cost for visitation travel during a year's period (par. 6600-I) may not exceed the cost of two economy/coach round trips to the family's residence.

4. FVT trips to the CONUS/non-foreign OCONUS area are not permitted within the final 3 months prior to:

a. Scheduled transfer,

b. Departure on RAT, or

c. Voluntary separation.

5. There must be an interval of at least 3 months between FVT trips to the CONUS/non-foreign OCONUS area.

6. An employee's absence from the PDS may not exceed a total of 48 calendar days in one year:

a. Including travel time, and

b. Excluding days on duty or official travel status.

7. An employee's absence from the PDS for each visit to the CONUS/non-foreign OCONUS area should ordinarily not exceed 24 calendar days, including travel time.

8. An employee ordinarily is expected to spend a minimum of 7 days in the CONUS/non-foreign OCONUS area.

M. Travel to Visit Dependents in a Foreign Country. The following definitions, rules and limitations apply to travel to visit dependents in a foreign country.

1. More than two visits to family members in a foreign country may be permitted during a 1-year period provided the trip costs do not exceed the cost of two economy/coach round trips to the employee's actual residence (par. 5826).

2. The cost of the two economy/coach round trips is based on the constructed cost of a round trip to the employee's actual residence at the time the first trip in the 1-year period is taken.

3. A visit to family members in a foreign country may be permitted 4 weeks after family members were evacuated from the PDS.

4. Visits to family members located in a foreign country are not permitted within the final 4 weeks prior to:

a. Completion of tour,

b. Transfer,

c. Departure on RAT, or

d. Voluntary separation.

5. There must be a minimum interval of 4 weeks between FVT trips to locations in foreign countries.

6. An employee's absence from the PDS may not exceed a total of 48 calendar days in one year:

a. Including travel time, and

b. Excluding days on duty or official travel status.

7. For a period of less than one year, an employee's absence may not exceed 48 calendar days divided by the fractional part of one year.

8. Exceptions to the limitations in par. 6600-M are made through the Secretarial Process.

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CHAPTER 8: COST OF LIVING ALLOWANCE FOR MEMBERS ASSIGNED TO CONUS HIGH COST AREAS (CONUS COLA) 37 USC §403b

MEMBERS ONLY

8000 DEFINITION OF TERMS AS USED IN THIS CHAPTER

A. High Cost Area

1. An area is a high cost area for a fiscal year if the Uniformed Services' cost of living for that area for the 'base period' exceeds the average CONUS cost of living for such "base period" by at least the threshold percentage.

2. The term "base period," (ICW a fiscal year) is the 12 month period ending on 30 June of the year in which such fiscal year begins.

3. SECDEF, in consultation with the other Administering Secretaries, establishes the threshold percentage, except that the threshold percentage may not, by statute law, be less than 8 percent.

4. The Administering Secretaries must prescribe a higher threshold percentage to be applied for a fiscal year when it is necessary to do so to ensure the total amount of CONUS COLA payments, made to members under this Part for such fiscal year, does not exceed the total amount available to all Uniformed Services for that fiscal year for paying CONUS COLA.

B. Member with Dependents. A member authorized BAH (or would be authorized BAH if Gov't Qtrs were not occupied) at the 'with dependent' rate. The term does not include a member authorized BAH at the 'with dependent' rate solely on the basis of paying child support.

C. Member without Dependents. A member authorized BAH at the:

1. Without dependent rate (or would be authorized if Gov't Qtrs were not occupied), and

2. With dependent rate solely on the basis of paying child support.

D. Primary Dependent. A primary dependent is:

1. The member's spouse; or

2. For an unmarried member, a dependent as defined in App A (except items 1, 8, 9, 10 and 12).

E. Unaccompanied Status. Any portion of a member's assignment to an OCONUS PDS during which dependents reside in, or return to, a CONUS location to establish a permanent residence.

8002 ELIGIBLE MEMBERS

A. General. The following members are eligible to receive a CONUS COLA under 37 USC §403b) and this Chapter . A member:

1. Assigned to a CONUS high cost area.

2. In an unaccompanied status OCONUS, if the member's primary dependent resides in a CONUS high cost area.

3. Assigned to CONUS duty, if the Secretarial Process determines under the conditions in par. 8016-B or 8016-

C that:

a. The member's primary dependent must reside in a CONUS high cost area because of the member's PDS or other circumstances; and

b. It would be inequitable for the member's eligibility for the allowance to be determined on the basis of the member's PDS.

B. Ship/Afloat Staff Home Port

1. For CONUS COLA, a ship/afloat staff's home port assignment (not a PDS for non-sea duty organizations)is the member's PDS.

2. Unless already drawing CONUS COLA for a dependent at another location, a member assigned to a ship/afloat staff (regardless of BAH eligibility) is eligible for CONUS COLA if otherwise qualified.

8004 RATE PAYABLE

A. General. CONUS COLA must be paid to a member:

1. Assigned to a PDS in a CONUS high cost area.

2. Based on the primary dependent's location for a member with dependents under the circumstances in par. 8016, do not reside with the member at the PDS location,.

B. Member Married to Member Couple

1. When a member is married to another member, each is authorized CONUS COLA.

2. This authority exists whether or not the member married to member couple maintain a joint residence or separate residences.

3. A spouse, who also is a member on active duty, may not be a dependent for CONUS COLA purposes.

4. When a member married to member couple maintains a joint residence and a dependent other than the member spouse is involved, CONUS COLA is paid to one spouse at the 'with dependent' rate and to the other at the without dependent rate.

C. Member Assigned to a Ship/Afloat Staff

1. For CONUS COLA, the home port of the ship/afloat staff to which a member is assigned is the member's PDS.

2. Ordinarily CONUS COLA, based on the rate for the old home port, stops on the day before the home port change effective date.

3. CONUS COLA, based on the rate for the new home port, begins on the home port change effective date.

4. If a member without dependents is undergoing a home port change and the ship/afloat staff is delayed at the old home port after the home port change effective date (i.e., does not depart from the old home port before/on the home port change effective date) and Qtrs on board the ship are not available (e.g., ship dry docked) a member without dependents is authorized CONUS COLA based on the old home port until the day the member moves back aboard the ship.

D. Accessions

1. A new member, ordered to active duty, is authorized CONUS COLA at the rate for a member:

a Without dependents - the rate is based on the duty location. The rate changes on the member's arrival day at each duty location until the member arrives at the initial PDS; or,

b. With dependents - the member may elect the 'with dependent' rate for the duty location or the primary dependent's location. If the primary dependent's location rate is selected, the rate is based on the primary dependent's location until the day before the member's arrival day at the initial PDS.

2. CONUS COLA is reduced by the number of travel days authorized under par. 5012 for direct travel from the PLEAD to the first PDS.

E. Member in a Leave Status. The CONUS COLA rate paid to the member is not affected by any leave status.

F. Member Processing for Separation/Retirement. CONUS COLA is paid during separation/retirement processing based on the:

1. Last PDS rate; or

2. Primary dependent's location immediately prior to separation processing if previously authorized that rate rather than the PDS rate; or

3. CONUS separation/retirement processing station if the member separates in CONUS from an OCONUS PDS.

8006 CONUS COLA NOT PAYABLE

CONUS COLA is not payable for:

1. The number of travel days authorized ICW a PCS (par. 5012); or

2. An RC member, for any active duty time when the order to active duty is for less than 140 days. For exceptions, see par. 8038.

8008 CONCURRENT PAYMENT OF OCONUS COLA AND CONUS COLA

1. A member, assigned to an OCONUS PDS, may be paid an appropriate OCONUS COLA at the without dependent rate (Ch 9), and a CONUS COLA at the 'with dependent' rate applicable for the CONUS high cost area at which the primary dependent resides. This may occur only if there is no command sponsored dependent residing OCONUS with the member.

2. If, after a member departs, the member is authorized an OCONUS COLA extension on behalf of a dependent at an OCONUS place of residence (IAW par. 9105-B) the member may be paid the OCONUS COLA at the 'with dependent' rate, and a CONUS COLA at the without dependent rate based on the new PDS, through the day authority for OCONUS COLA terminates.

3. OCONUS COLA terminates the day before the dependent leaves the OCONUS place of residence (par. 9130-A). On the following day, the member may be paid CONUS COLA at the 'with dependent' rate for the CONUS PDS.

8010 MEMBER PAYING CHILD SUPPORT

A member authorized:

1. BAH at the 'with dependent' rate based solely on child support payment; or

2. BAH DIFF solely because the member is paying child support,

is authorized CONUS COLA at the without dependent rate.

8012 CONUS COLA AT WITH DEPENDENT RATE FOR A MEMBER WITH PHYSICAL CUSTODY OF CHILDREN

A. General. Generally, a divorced/legally separated member who is not identified in the divorce decree/legal separation agreement as the full time legal custodial parent of a child(ren) of the marriage is not authorized CONUS COLA at the 'with dependent' rate.

B. Member has Physical Custody but no Legal Custody. .A member parent who has physical custody, but not legal custody, of at least one child is authorized CONUS COLA at the 'with dependent' rate if:

1. The member is authorized BAH, and

2. Physical custody is for a minimum of 90 consecutive days. Abreak/breaks of 5 days or less, is not considered an interruption of the 90 day period.

C. Two Members Involved. If the divorce/separation involves two members, it is possible for both members to be authorized CONUS COLA at the 'with dependent' rate. In this case each member-parent has physical custody of one or more children at the same time. See Ch 10, BAH.

D. Member Paying Child Support has Physical Custody. If the child(ren) is/are in the physical custody of a member paying child support for more than 90 consecutive days (excluding a break/breaks for 5 or fewer days), the member does not receive BAH at the 'with dependent' rate solely because of child support payments (69 Comp. Gen 407, (1990)).

8014 CONUS COLA WHEN ORDERED ON A PCS

A. CONUS COLA Starts. Except as in this par. and par. 8016, CONUS COLA begins on the day the member reports to the new PDS.

B. CONUS COLA Ends. Except as in this par., CONUS COLA, at the rate paid at the member's old PDS. continues through the day before the day the member reports at the new PDS ICW a PCS transfer, but the allowance is reduced by the number of days authorized under par. 5012 for PCS travel.

C. Departing the PDS. Except as in par. 8022, a member:

1. Departing from an OCONUS PDS. ICW a PCS to a CONUS PDS, is authorized CONUS COLA applicable to the new PDS starting on the member's reporting date at the new PDS; or

2. Departing from a PDS ICW a PCS to a new CONUS PDS, with TDY en route at a location to which the member commutes from the permanent Qtrs that will be occupied at the new PDS, is authorized the CONUS COLA rate for the new PDS on the day after per diem has been stopped under the circumstances in par. 5046.

8016 SECRETARIAL WAIVER WHEN THE PRIMARY DEPENDENT DOES NOT RESIDE AT THE CONUS PDS LOCATION

A. General

1. A member is authorized only one CONUS COLA.

2. Ordinarily CONUS COLA is paid based on the member's PDS or a ship/afloat unit's home port. However,

the Service may determine that a member's assignment to a PDS or the circumstances of that assignment requires the dependent to reside separately and authorize/approve CONUS COLA payment based on the dependent's location through the Secretarial Process.

3. If the Secretarial Process determines that it is necessary for the primary dependent to maintain a permanent CONUS residence at other than the member's CONUS PDS location, the member may be authorized CONUS COLA at the rate for the primary dependent's permanent CONUS residence location instead of for the member's CONUS PDS.

B. Examples of CONUS COLA Location Rate Changes Routinely Authorized/Approved. When the member is:

1. Assigned to a PDS in an area where there is not sufficient housing;

2. Assigned to unusually arduous sea duty and the primary dependent resides at/relocates to, a CONUS designated place;

3. Assigned, or in receipt of a PCS order, to a ship entering overhaul involving a home port change and the primary dependent is not relocated ICW the home port change;

4. In receipt of a PCS order to a unit with an announced home port change and the primary dependent relocates to the announced home port (or CONUS designated place, if appropriate) before the home port change effective date;

5. Disadvantaged as a result of reassignment for reasons of improving mission capability and unit readiness, in receipt of a PCS order between PDSs located in the same proximity, and disallowed HHG transportation (par. 5260). The Secretarial Process must issue a determination that a decision to implement this policy is in the interest of correcting an inequity incurred due to the individual's movement for the purposes of improving mission capability and unit readiness;

6. Assigned to ITDY, or TDY pending further orders;

7. Assigned to a Professional Military Education or training course that is scheduled NTE one year; or

8. Directed (with dependent) to reside in Gov't Qtrs in a high cost area that is not the PDS.

C. Other Circumstances. In addition to the specific cases above, the Secretarial Process may determine that circumstances/conditions require the primary dependent to reside at a separate location and it would be inequitable for the member to receive CONUS COLA based on the PDS. A personal election of either a member or primary dependent is not a consideration.

D. Rates Applicable

1. In this subpar., the 'travel day deduction' refers to reducing the COLA by the number of member travel days authorized for direct travel between the old and new PDSs under par. 5012.

2. The rate, applicable to the primary dependent's permanent residence location, starts on the date the primary dependent arrives at the new residence location or the date the member reports to the new PDS ICW the transfer, whichever is later.

3. CONUS COLA authority based on the rate payable for the primary dependent's old permanent residence location, or the member's old PDS, continues through the day before the day the rate applicable for the new permanent residence location begins, less the travel day deduction.

4. If the primary dependent does not relocate, authority for the CONUS COLA based on the rate payable for the primary dependent's permanent residence location, or the member's old PDS, continues, less the travel day deduction.

5. When the primary dependent's permanent residence is at a location that has a different rate than the old PDS, and the member's authority was based on the rate payable for the old PDS, the rate applicable to the primary dependent's permanent residence location begins on the member's reporting day to the new PDS.

6. The old PDS rate continues through the day before the day the rate applicable for the primary dependent's permanent residence location begins, less the travel day deduction.

8018 ACQUIRED DEPENDENT

A. General Rules. When a member acquires a primary dependent (by marriage, birth, adoption, etc.), CONUS COLA is paid based on the:

1. PDS if the member is assigned at a CONUS PDS. Under par. 8016, a member assigned at a CONUS PDS may request CONUS COLA based on the dependent's location through the Secretarial Process, or

2. Dependent's location if the member is assigned at an OCONUS PDS and the dependent does not reside at or near the OCONUS PDS.

B. Dependent Visits/Moves to the PDS

1. 90 Days or Less. A dependent may visit the member, for 90 days or less, at the PDS without changes to the CONUS COLA allowance.

2. More than 90 Days. When the visit exceeds 90 days CONUS COLA is changed to be based on the member's PDS location.

3. Dependent Leaves PDS. If the dependent leaves the PDS area after the COLA allowance is changed, the CONUS COLA previously authorized for the dependent's location is reinstated as of the departure date.

C. Decision Logic Table

Table 8-1: CHANGES WHEN A MEMBER ACQUIRES A DEPENDENT

RULE	Member Assigned	Dependents Located	Dependent Located at or Near the PDS	*Then*
1	OCONUS	In CONUS	No	Start CONUS COLA at the 'with dependent' rate based on the dependent's location, as of the date acquired.
2	In CONUS	In CONUS	Yes	Change CONUS COLA to the 'with dependent' rate based on the PDS as of the date acquired.
3			No	Change CONUS COLA to the 'with dependent' rate based on the member's PDS, unless the member requests and receives a Secretarial waiver to pay based on the dependent's location, as of the date acquired.

8020 THE GOV'T DEFERS DEPENDENT TRAVEL

A. General

1. New PDS is OCONUS

a. When the Gov't defers dependent travel at Gov't expense to a member's new OCONUS PDS pending housing availability, CONUS COLA continues at the old PDS rate until the day before the member arrives at the new OCONUS PDS.

b. If the dependent's residence is the member's old CONUS PDS, CONUS COLA for that PDS continues.

c. If the dependent does not reside at the member's old CONUS PDS or the dependent relocates, start CONUS COLA based on the dependent's residence location.

2. New PDS is in CONUS

a. When the Gov't defers dependent travel at Gov't expense to a member's new CONUS PDS pending housing availability, CONUS COLA continues at the old PDS rate until the day before the member arrives at the new CONUS PDS.

b. If the dependent's residence is the member's old CONUS PDS, CONUS COLA for that PDS continues.

c. If the dependent does not reside at the member's old CONUS PDS or the dependent relocates, start CONUS COLA based on the dependent's residence location.

3. CONUS COLA Authorized by Secretarial Process

a. When the Secretarial Process previously authorized CONUS COLA based on the dependent's location, that rate continues.

b. Housing must be obtained for dependent travel to the PDS.

B. Dependent Travel Authorized to CONUS PDS.

1. CONUS COLA payment based on the primary dependent's location or old PDS continues for up to 60 days after dependent travel is authorized.

2. If the 60 day period expires, and the dependent has not arrived at the member's PDS, and an extension to the 60 day period or a waiver has not been granted through the Secretarial Process, CONUS COLA for the dependent's location terminates and the member is authorized CONUS COLA for the PDS location.

C. Decision Logic Table

Table 8-2: Changes when the Gov't Delays Dependent's Travel to an OCONUS PDS

RULE	Expected Travel Delay	Dependent Relocated at Gov't Expense	Dep Arrives w/in 60 Days of Travel Authority	Then
1	More Than 60 Days but Less Than 20 Weeks	No	Yes	Upon the member's departure, continue CONUS COLA based on the old PDS, reduced by the number of travel days authorized under par. 5012 for the member's PCS travel. Upon the member's arrival date, start CONUS COLA for the authorized dependent's location.
				Stop CONUS COLA the day before the primary dependent's arrives at the new PDS
2			No	Upon the member's departure, continue CONUS COLA based on the old PDS, reduced by the number of travel days authorized under par. 5012 for the member's PCS travel. Upon the member's arrival date, start CONUS COLA for the authorized dependent's location.
				Stop CONUS COLA as of day 61.
3	20 or More Weeks	No	Yes	Upon the member's departure, continue CONUS COLA based on the old PDS, reduced by the number of travel days authorized under par. 5012 for the member's PCS travel. Upon the member's arrival date, start CONUS COLA for the authorized dependent's location.

Table 8-2: Changes when the Gov't Delays Dependent's Travel to an OCONUS PDS				
RULE	Expected Travel Delay	Dependent Relocated at Gov't Expense	Dep Arrives w/in 60 Days of Travel Authority	Then
				Stop CONUS COLA the day before the primary dependent arrives at the new PDS.
4			No	Upon the member's departure, continue CONUS COLA based on the old PDS, reduced by the number of travel days authorized under par. 5012 for the member's PCS travel. Upon the member's arrival date, start CONUS COLA for the authorized dependent's location.
				Stop CONUS COLA as of day 61.
5		Yes	Yes	Change the CONUS COLA based on old PDS to CONUS COLA based on the designated location on the date the primary dependent arrives at the designated location, reduced by the number of travel days authorized under par. 5012 for the member's PCS travel.
				Stop the CONUS COLA based on the dependent's location on the day before the primary dependent arrives at the member's PDS.
6			No	Change the CONUS COLA based on old PDS to CONUS COLA based on the designated location on the date the primary dependent arrives at the designated location, reduced by the number of travel days authorized under par. 5012 for the member's PCS travel
				Stop CONUS COLA as of day 61.

Table 8-3: Changes when the Gov't Delays Dependent's Travel to a CONUS PDS					
RULE	Expected Travel Delay	Dependent Relocated at Gov't Expense	Dependent Arrives within 60 Days of Travel Authority	COLA for Dep Location Auth/App by Secretarial Process?	Then
1	The Old PDS is in the U.S. and Expected Delay is Less Than 20 Weeks	No	Yes	Yes	Upon the member's departure, continue CONUS COLA based on the old PDS, reduced by the number of travel days authorized under par. 5012 for the member's PCS travel. Upon the member's arrival date, start CONUS COLA for the authorized dependent's location.
					Stop CONUS COLA based on the dependent's location as of day before the primary dependent arrives at the new PDS.
					Start CONUS COLA based on the new PDS as of the primary dependent's arrival date at the member's PDS.
2			No		Upon the member's departure, continue CONUS COLA based on the old PDS, reduced by the number of travel days authorized under par. 5012 for the member's PCS travel. Upon the member's arrival date, start CONUS COLA for the authorized dependent's location.
					Stop CONUS COLA based on the dependent's location as of day 61 after the date travel is authorized to begin.

Table 8-3: Changes when the Gov't Delays Dependent's Travel to a CONUS PDS					
RULE	Expected Travel Delay	Dependent Relocated at Gov't Expense	Dependent Arrives within 60 Days of Travel Authority	COLA for Dep Location Auth/App by Secretarial Process?	Then
					Start CONUS COLA based on the new PDS as of day 61.
3			N/A	No	Upon the member's departure, continue CONUS COLA based on the old PDS, reduced by the number of travel days authorized under par. 5012 for the member's PCS travel.
					Start CONUS COLA based on new PDS on the mbr's arrival date.
4	The Old PDS is in the U.S. and Expected Delay is 20 or More Weeks Or the Old PDS is Outside the U.S.	No	Yes	Yes	Upon the member's departure, continue CONUS COLA based on the old PDS, reduced by the number of travel days authorized under par. 5012 for the member's PCS travel. Upon the member's arrival date, start CONUS COLA for the authorized dependent's location.
					Stop CONUS COLA based on the old PDS as of day before the primary dependent arrives at the new PDS.
					Start CONUS COLA based on the new PDS as of the primary dependent's arrival date at the member's PDS.
5			No		Upon the member's departure, continue CONUS COLA based on the old PDS, reduced by the number of travel days authorized under par. 5012 for the member's PCS travel. Upon the member's arrival date, start CONUS COLA for the authorized dependent's location.
					Stop CONUS COLA based on the old PDS as of day 61 after the date travel is authorized to begin.
					Start CONUS COLA based on the PDS as of day 61.
6			N/A	No	Upon the member's departure, continue CONUS COLA based on the old PDS, reduced by the number of travel days authorized under par. 5012 for the member's PCS travel.
					Start CONUS COLA based on new PDS as of the member's arrival date.
7		Yes	Yes	Yes	Change the CONUS COLA based on old PDS to CONUS COLA based on the designated location on the date the primary dependent arrives at the designated location, reduced by the number of travel days authorized under par. 5012 for the member's PCS travel.
					Stop CONUS COLA based on the dependent's location on the day before the primary dependent arrives at the member's PDS.

Table 8-3: Changes when the Gov't Delays Dependent's Travel to a CONUS PDS					
RULE	Expected Travel Delay	Dependent Relocated at Gov't Expense	Dependent Arrives within 60 Days of Travel Authority	COLA for Dep Location Auth/App by Secretarial Process?	Then
					Start CONUS COLA for the member's PDS on the primary dependent's arrival date at the member's PDS.
8			No		Change the CONUS COLA based on old PDS to CONUS COLA based on the designated location on the date the primary dependent arrives at the designated location, reduced by the number of travel days authorized under par. 5012 for the member's PCS travel.
					Stop CONUS COLA as of day 61 after travel is authorized to begin.
					Change the CONUS COLA from being based on the dependent's location to being based on the new PDS as of day 61.
9			N/A	No	Upon the member's departure, continue CONUS COLA based on the old PDS, reduced by the number of travel days authorized under par. 5012for the member's PCS travel.
					Start COLA based on the new PDS as the member's arrival date.

8022 MEMBER SERVES IN AN OCONUS UNACCOMPANIED STATUS

A. General

1. One Dependent Location. When the primary dependent establishes a residence/resides in CONUS incident to a member's transfer to an unaccompanied OCONUS PDS, or while the member is assigned to an unaccompanied OCONUS PDS, CONUS COLA is authorized when the primary dependent:

a. Retains a permanent residence in CONUS incident to the member's transfer in an unaccompanied status, CONUS COLA continues at the old PDS rate and, if the permanent residence is in an area having a rate different from the old PDS, the rate applicable to the primary dependent's residence location begins on the day the member reports to the new PDS. CONUS COLA must be reduced by the number of days authorized for the member's direct PCS travel under par. 5012.

b. Relocates in CONUS incident to the member's transfer in an unaccompanied status from a PDS in CONUS, CONUS COLA authority begins at the rate applicable to the CONUS location where the primary dependent establishes a permanent residence when the primary dependent arrives at the new residence location, or when the member reports to the new PDS ICW the transfer, whichever is later. CONUS COLA authority based on the old PDS rate continues through the day before the day the rate for the new permanent residence location begins, but must be reduced by the number of days authorized for the member's direct PCS travel under par. 5012.

c. Resides in CONUS while the member serves in an unaccompanied status, and the member is required to perform TDY incident to a transfer to a CONUS PDS, CONUS COLA authority at the rate applicable to the primary dependent's permanent residence location continues through the day before the day the member reports at the new PDS, reduced by the number of days authorized under par. 5012 for the member's direct PCS travel. CONUS COLA authority at the rate prescribed for the new PDS begins on the day the member reports at that station.

d. Establishes a residence in CONUS incident to the member's transfer from an accompanied status at an OCONUS PDS to an unaccompanied status, CONUS COLA authority at the rate applicable to the primary dependent's permanent residence location begins when the primary dependent arrives at the new residence location, provided all dependents have departed the OCONUS location. When CONUS COLA payment begins before the member completes PCS travel, payment must be reduced by the number of days authorized under par. 5012 for direct PCS travel.

2. Multiple Dependent Locations. CONUS COLA authority is based on the primary dependent's residence location.

B. Decision Logic Tables

Table 8-4: Member with Dependents Serves an Unaccompanied Tour			
RULE	If member	And	Then pay CONUS COLA reduced by the number of travel days authorized under par. 5012 for the member's PCS travel
1	is assigned to an unaccompanied tour at an OCONUS PDS	dependents retain their permanent residence in the CONUS	If the primary dependent remains at member's old PDS continue to pay CONUS COLA, based on old PDS.
			If the primary dependent is at a CONUS location other than the old PDS and the member is receiving CONUS COLA based on a Secretarial waiver then continue the CONUS COLA previously paid.
			If the primary dependent is at a CONUS location other than the old PDS and other than a location for which the member had a Secretarial waiver, start CONUS COLA based on the primary dependent's location the day member arrives at new PDS.
2		dependents relocate their permanent residence from the CONUS to another location in the CONUS at Gov't expense	If the primary dependent travels in advance of the member, start CONUS COLA based on the dependent's location the day the primary dependent arrives at the new residence location (the CONUS COLA rate based on the old PDS continues through the day before the dependent's arrival day.)
			If dependents travel with the member, start CONUS COLA based on the dependents' location the day the primary dependent arrives at the new residence location and stop the old CONUS COLA rate the day before the dependent's arrival day.
			If dependents travel after the member, continue CONUS COLA based on the member's old PDS through the day prior to the primary dependent's arrival at the new residence location. Start CONUS COLA based on the dependent's location on the day the primary dependent arrives at the new residence location.
3		dependents relocate their permanent residence from OCONUS to the	If dependents travel in advance of the member, start CONUS COLA based on the dependent's location the day the primary dependent arrives at the new residence location.

Table 8-4: Member with Dependents Serves an Unaccompanied Tour			
RULE	If member	And	Then pay CONUS COLA reduced by the number of travel days authorized under par. 5012 for the member's PCS travel
		CONUS at Gov't expense	If dependents travel with the member, start CONUS COLA based on the dependent's location the day the primary dependent arrives at the new residence location.
			If dependents travel after the member, start CONUS COLA based on the dependent's location on the day the primary dependent arrives at the new residence location.
4		dependents relocate their permanent residence from the CONUS to an OCONUS location at Gov't expense	If dependents travel in advance of the member or with the member, continue CONUS COLA based on the member's old PDS through the day prior to the member's arrival at the new PDS.
			If dependents travel after the member, continue CONUS COLA based on the old PDS through the day prior to the primary dependent's arrival.
5		dependents relocate their residence while the member is serving an unaccompanied tour at personal expense	The rate for the location in rules 1-4 through the day before the day the primary dependent arrives at the new permanent residence location. There is no authority for CONUS COLA at the rate applicable to the new permanent residence location unless authorized through the Secretarial Process.
6	is assigned to an unaccompanied tour at an OCONUS PDS and the member is required to perform a TDY inside or outside CONUS, incident to a transfer to another unaccompanied tour	dependents continue to reside at same location	The primary dependent's permanent residence location.
7	is assigned to an unaccompanied tour at an OCONUS PDS and the member is required to perform a TDY incident to a transfer in the U.S.		The primary dependent's permanent residence location through the day before the day the member reports to the new PDS. Authority for CONUS COLA at the rate for the new PDS begins on the day the member reports at that PDS.
8	is assigned to an unaccompanied OCONUS assignment or unusually arduous sea duty	dependents are not OCONUS	Is the old PDS rate if the dependents do not relocate otherwise, the dependent's location rate.

8024 EARLY RETURN OF DEPENDENTS

A. Early Return at Gov't Expense. When all of a member's dependents are returned from an OCONUS PDS at Gov't expense not ICW a PCS, regardless of the reason for the return, the member is authorized CONUS COLA based on the primary dependent's permanent residence location starting on the arrival day at that location.

B. Early Return at Personal Expense. When all of a member's dependents are returned early from an OCONUS PDS at personal expense, the member is not authorized CONUS COLA based on the primary dependent's permanent residence.

C. Decision Logic Table

Table 8-5: Changes Incident To Early Return Of Dependents		
Rule	Dependents Returned from OCONUS PDS	Then
1	Return is at Gov't expense	Start CONUS COLA based on the primary dependent's location on the primary dependent's arrival date.
2	Return is not at Gov't expense	No authority to pay CONUS COLA.

8026 DEPENDENT TRAVEL - ADVANCE AND DELAYED

A. General. When a PCS order is issued, the member's family may perform PCS travel at a different time than the member.

1. Example of Advance Travel. A member receives a PCS order in July for reassignment to Norfolk with a November reporting date. The member's family moves to Norfolk in August to get settled before school starts in September.

2. Example of Delayed Travel. A member stationed in Chicago receives a PCS order in January to report in April. The member's family remains in Chicago until the school year ends in June.

B. CONUS COLA Based on Dependent's Location or Old PDS.

1. Unless otherwise authorized/approved, a member's CONUS COLA is based on the PDS.

2. A member may be authorized CONUS COLA based on the dependent's permanent residence location, or the old PDS, if authorized/approved through the Secretarial Process.

3. Examples of separation situations that are routinely authorized/approved at a lower level than the Service Secretary include:

a. The member is assigned to a PDS in an area in which sufficient housing does not exist;

b. The member is assigned to unusually arduous sea duty and the dependent resides at or relocates to a designated place in the CONUS.

c. The member is assigned or is in receipt of a PCS order to a ship entering overhaul involving a home port change and the dependent is not relocated incident to the home port change;

d. The member is in receipt of a PCS order to a unit with a promulgated home port change and the dependent relocates to the announced home port (or designated place in the CONUS if appropriate) before the home port change effective date;

e. The member is disadvantaged as a result of reassignment for reasons of improving mission capability and readiness of the unit, in receipt of a PCS order between PDSs located in the same proximity, and disallowed HHG transportation (par. 5260). The Secretarial Process must issue a determination that a decision to implement this policy is in the interest of correcting an inequity incurred due to movement of the individual for purposes of improving mission capability and unit readiness.;

f. The member is assigned to indeterminate TDY, or TDY pending further orders; or

g. The member is assigned to a Professional Military Education or a training course that is scheduled for a period of one year or less.

C. Secretarial Determination.

1. In addition to the example situations in pars. 8026-B3 above, the Secretary Concerned may determine that a member's assignment to a PDS or the circumstances of that assignment requires the dependent to reside separately and approve payment of CONUS COLA based on the dependent's location or the old PDS through the Secretarial Process.

2. This decision may be kept at a higher level than those situations in pars. 8026-B3.

3. A personal election of either a member or dependent for residing separately is not a consideration.

D. Rates Applicable

1. If the dependent relocates, the rate applicable to the dependent's location starts on the date the primary dependent arrives at the new residence location.

2. If the dependent does not relocate, CONUS COLA is based on the primary dependent's location and continues until the primary dependent departs the authorized/approved location.

E. Decision Logic Tables

Table 8-6: Changes when a Dependent Travel in Advance of the Member

RULE	Dependent Performs PCS Travel in Advance of the Member	New PDS Location	COLA for Dep Location Auth/App by Secretarial Process?	Then
1	Old PDS In CONUS	New PDS In CONUS	Yes	Stop CONUS COLA based on the old PDS the day before the primary dependent arrives and start CONUS COLA based on the primary dependent's location on the arrival date, or date specified by the authorizing/approving document, whichever is later. CONUS COLA must be reduced by the number of travel days authorized under par. 5012 for member's PCS travel.
2			No	Continue CONUS COLA based on current PDS until member arrives at new PDS, reduced by the number of travel days authorized under par. 5012 for the member's PCS travel. Start CONUS COLA based on new PDS the day the member arrives at the new PDS.
3		New OCONUS PDS	Yes	Continue CONUS COLA based on current PDS until member arrives at new PDS, reduced by the number of travel days authorized under par. 5012 for the member's PCS travel. Start OCONUS COLA based on the dependent's location on the arrival date, or date specified by the authorizing/approving document, whichever is later.
4			No	Continue CONUS COLA based on current PDS until member arrives at new PDS, reduced by the number of travel days authorized under par. 5012 for the member's PCS travel.
5	Old OCONUS PDS	New PDS In CONUS	Yes	Start CONUS COLA based on the primary dependent's location on the arrival date, or date specified by the authorizing/approving document, whichever is later. CONUS COLA must be reduced by the number of travel days authorized under par. 5012 for the member's PCS travel.

Table 8-6: Changes when a Dependent Travel in Advance of the Member				
RULE	Dependent Performs PCS Travel in Advance of the Member	New PDS Location	COLA for Dep Location Auth/App by Secretarial Process?	Then
6			No	Start CONUS COLA based on new PDS the day the member arrives at the new PDS, reduced by the number of travel days authorized under par. 5012 for the member's PCS travel.
7		New OCONUS PDS	Yes/No	Table 10E-9.

Table 8-7: Changes when a Dependent Travels after the Member				
RULE	Dependent Performs PCS Travel after the Member	New PDS Location	COLA for Dep Location Auth/App By Secretarial Process?	Then
1	Old PDS In CONUS	New PDS In CONUS	Yes	Continue CONUS COLA based on the higher of the old PDS or the primary dependent's location, reduced by the number of travel days authorized under par. 5012 for the member's PCS travel. As of the primary dependent's departure date, change CONUS COLA to be based on the new PDS if member has arrived.
2			No	Continue CONUS COLA based on current PDS until the member arrives at new PDS, reduced by the number of travel days authorized under par. 5012 for the member's PCS travel. Start CONUS COLA based on new PDS the day the member arrives at the new PDS.
3		New OCONUS PDS	Yes	Continue CONUS COLA based on the higher of the old PDS or the primary dependent's location, reduced by the number of travel days authorized under par. 5012 for the member's PCS travel. Stop CONUS COLA on the day before the primary dependent departs.
4			No	Continue CONUS COLA based on current PDS until member arrives at new PDS, reduced by the number of travel days authorized under par. 5012 for the member's PCS travel.

8028 MEMBER IN A MISSING STATUS

A. Member without Dependents. For a member, without dependents, in a missing status whose PDS is in the U.S., pay CONUS COLA based on the PDS location.

B. Member with Dependents. A member with dependents continues to receive CONUS COLA authorized upon entering the missing status. If the dependent relocates, pay CONUS COLA appropriate for the dependent's location.

8030 MEMBER IN CONFINEMENT

A member, in confinement who is authorized allowances, is authorized CONUS COLA if paid before confinement. If a member with dependents is transferred to a confinement facility, then the CONUS COLA is based on the dependent's location.

8034 AUTHORITY WHEN THE MEMBER IS HOSPITALIZED

For the purpose of CONUS COLA authority, the hospital to which a member is transferred is the member's PDS when it is determined prolonged hospitalization is required and an appropriate order, associated with the prolonged hospitalization determination, is issued. This par. applies if a member is transferred from any PDS to a hospital in CONUS for observation and treatment.

8036 CONUS COLA INCIDENT TO EVACUATION OF MEMBER'S PDS

A. Member with Dependents

1. CONUS COLA Continuation at the Member's PDS

a. A member, whose dependent is evacuated and who was authorized CONUS COLA at the 'with dependent' rate for the member's PDS on the date of such evacuation, is authorized to continue to be paid such allowances while the member's PDS remains unchanged, unless the Secretarial Process issues a determination, under par. 8016-B or 8016-C, that it is necessary for the dependent to maintain a permanent residence in an area other than the one in which the PDS is located.

b. When such a determination is issued, authority for CONUS COLA at the 'with dependent' rate, based on the location of the designated place for the primary dependent, begins on the day after the day per diem at the designated place (authorized in par. 6095-E) terminates.

2. CONUS COLA at a Designated Place. When a member's command sponsored dependent is residing at a designated place in CONUS incident to an evacuation from an OCONUS location, the member is authorized CONUS COLA at the 'with dependent' rate beginning on the day after the day per diem at the designated place (authorized in par. 6025-E) terminates. The rate is based on the location of the designated place for the primary dependent.

B. Member without Dependents. A member without dependents, who was authorized CONUS COLA at the PDS on the date an evacuation is ordered, is authorized CONUS COLA until the day before the day the member reports at the new PDS.

8038 RC MEMBER

A. General. An RC member is not authorized CONUS COLA except when the call to active duty is:

1. For a period of 140 or more days, or

2. In support of a contingency.

B. Location Rate

1. Called/Ordered to Active Duty for 140 or More Days

a. An RC member called/ordered to active duty for 140 or more days, is authorized CONUS COLA for the primary residence location beginning on the first active duty day.

b. If the member is authorized PCS HHG transportation to the PDS, the initial rate terminates on the day before the day the member reports at the duty location in the active duty order.

c. CONUS COLA authority for the PDS location rate begins on the day the member reports at that location.

d. The member's CONUS COLA authority is reduced by the number of travel days allowed under par. 5012 for direct travel from the PLEAD to the active duty location and return.

2. Called/Ordered to Active Duty for a Contingency

a. A member called/ordered to active duty in support of a contingency operation is authorized CONUS COLA based on the primary residence beginning on the first active duty day.

b. This rate is authorized even for duty of fewer than 140 days.

c. This rate continues for the duration of the tour unless the member is authorized PCS HHG transportation in which case the PDS rate would apply on the day the member reports to the PDS.

d. The member's CONUS COLA authority is reduced by the number of travel days allowed under par. 5012 for direct travel from the PLEAD to the active duty location and return.

C. Decision Logic Table

Table 8-8: RC Member

RULE	If member is [1,2]	PCS HHG Transport Authorized	Duty in Support of Contingency Operation	Then
1	Called/Ordered to Active Duty for 140 or More Days	Yes	No	Start CONUS COLA based on the primary residence at the time called/ ordered to active duty beginning on first active duty day through the day before arrival day at PDS. CONUS COLA for the PDS location begins on the day member reports to PDS, reduced by the number of travel days authorized under par. 5012 for the member's PCS travel.
2			Yes	Start CONUS COLA based on the primary residence at the time called/ ordered to active duty beginning on first active duty day through the day before arrival day at PDS, reduced by the number of travel days authorized under par. 5012for the member's PCS travel. CONUS COLA for the PDS location begins on the day member reports to PDS.
3		No	No	Start CONUS COLA based on the primary residence at the time called/ ordered to active duty beginning on first active duty day, reduced by the number of travel days authorized under par. 5012 for the member's PCS travel.
4			Yes	Start CONUS COLA based on the primary residence at the time called/ ordered to active duty beginning on first active duty day, reduced by the number of travel days authorized under par. 5012 for the member's PCS travel.
5	Called/Ordered to Active Duty for Less than 140 Days	No	No	No authority to pay CONUS COLA.
6			Yes	Start CONUS COLA based on the primary residence at the time called/ ordered to active duty beginning on first active duty day, reduced by the number of travel days authorized under par. 5012 for the member's PCS travel.

[1] A DoD or USCG retired member ordered to active duty is authorized the same CONUS COLA as an RC member.

[2] If an RC member receives an order modification or amendment extending the assignment, the prospective (new) active duty period determines authorities. If the prospective new period is 140 or more days and PCS HHG are not authorized, CONUS COLA based on the primary residence continues or would start on the modification date. If the prospective period is 140 or more days and PCS HHG are authorized, the CONUS COLA based on the primary residence(if currently authorized) would stop the day before the modification/ amendment and CONUS COLA for the PDS would begin on the modification date or CONUS COLA based on the PDS would continue.

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CHAPTER 9: STATION ALLOWANCES (OCONUS COLA AND TLA)

PART A: DEFINITIONS

MEMBERS ONLY

9000 DEFINITION OF TERMS AS USED IN CHAPTER 9

A. Member with Dependents. In Ch 9, a member who:

1. Is authorized to have dependents reside at/in the member's OCONUS PDS vicinity, and whose dependents do so reside, or

2. Is joined by or who acquires dependents while serving outside CONUS, provided the dependents are command sponsored. The requirement to be command sponsored does not apply to a member whose PDS is in a non-foreign OCONUS areas if the dependents who join or are acquired by the member are bona fide residents of the respective non-foreign OCONUS area, or are officers or employees of the U.S. stationed in the non-foreign OCONUS area, as the case may be, or

3. On the PCS order effective date had a member spouse who was later released from active duty, or separated/ retired from the Service, and remained in the vicinity of the first member's former PDS.

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

B. Member without Dependents. In Ch 9, a member without dependents means a member:

1. Who has no dependents, or

2. Whose dependents do not reside at/ in the PDS vicinity, or

3. Who is not a "member with dependents" under par. 9000-A, during the remainder of a tour in which dependents join or are acquired by the member, or

4. Who has non-command sponsored dependents residing at/in the PDS vicinity, or

5. Who does not have legal custody and control of the dependents (B-131142, June 3,1957). NOTE: For COLA/TLA purposes a member paying child support is a member without dependents unless the member has command sponsored dependents at the PDS other than the dependents on whose behalf the member is paying child support.

NOTE: A member assigned to an unaccompanied tour or unusually arduous sea duty whose dependent remains at the member's old OCONUS PDS or is at a designated place at an OCONUS location IAW par. 5116-A is a member without dependents at the member's unaccompanied/unusually arduous PDS for station allowance purposes and is eligible for station allowances at the with dependents rate for the dependent location. See par. 5116-A4 if a foreign born spouse is returned to a foreign country and par. 5120-D when a dependent is at a designated place. Other than a dependent described in par. 5116-A or 5120-D, a dependent must be command sponsored for the member to receive station allowances based on the dependent's presence.

C. Station Allowances

1. COLA authorized in Part B, and

2. TLA authorized in Part C.

D. Vicinity. In Ch 9, the country, state (when in Alaska or Hawaii), or U.S. territory or possession within which the member's PDS is located. When a member resides with the dependent and commutes to the PDS, the dependent is deemed to be residing at/in the PDS vicinity even if at a place in an adjacent country or state. If the member's new PDS is in the same country, state (when in Alaska or Hawaii), or U.S. territory or possession as the designated place, if the member is required to maintain two separate households (i.e., the member cannot commute daily from the dependent location to the PDS) a second station allowance may be authorized/approved through the Secretarial Process. In this case, the dependent is not at/in the vicinity of the member's PDS even though located in the same country, state or U.S. territory or possession.

E. Gov't Dining Facility and Gov't Qtrs

1. Gov't Meals. In addition to Gov't Dining Facility as defined in App A, Gov't dining facility, for COLA purposes, also includes a facility providing meals to members, with or without charge, under agreement with the Gov't.

2. Gov't Qtrs. In addition to Gov't Qtrs as defined in App A, Gov't Qtrs include individual Qtrs furnished with or without charge under agreement with the Gov't.

F. Command sponsored Dependent. See DoDI 1315.18, Procedures for Military Personnel Assignments, for DoD Services and/or Service regulations for dependent command sponsorship criteria. .

CHAPTER 9: STATION ALLOWANCES (OCONUS COLA AND TLA)

PART B: COST OF LIVING ALLOWANCE (COLA)

MEMBERS ONLY

9100 COLA

A. Purpose. COLA is authorized to assist a member in maintaining the purchasing power of the discretionary portion of spendable income while assigned to an OCONUS PDS. COLA is derived by comparing the OCONUS cost of living with the CONUS cost of living. An allowance to cover official entertainment expenses is not authorized by 37 USC §405 and is not included in the JTR.

B. Allowances Payable. The COLA index for each OCONUS location is shown in App J. COLA rates are based on the member's PDS except when the ship's home port is the PDS for COLA purposes, par. 9200; when a dependent resides at a location other than the PDS ICW an unaccompanied assignment, par. 9205; or when a dependent is evacuated, par. 9215.

C. COLA Calculation. COLA is prescribed as a daily rate. It is computed by using the member's annual income (as determined by the member's grade, years of service, and dependency status) to identify the member's annual spendable income (as determined by the number of command sponsored dependents) which, when multiplied by the authorized COLA index determines the annual COLA. See App J for detailed computation steps.

D. COLA Unique Expenses. In some OCONUS locations members incur expenses for items that are not incurred in CONUS. Under the procedures in App J, reimbursement may be authorized for specific locations and specific types of expenses.

9105 COLA START/STOP

A. Start. COLA generally starts on the day a member reports to a new PDS or the day a dependent arrives prior to the sponsor, as specified in par. 9220. COLA starts on the day after the member's reporting day if, on the reporting day, a member is authorized MALT Plus per diem.

B. Stop. COLA stops:

1. The day before the member departs in compliance with a PCS order, or

2. The day before the home port change effective date (from OCONUS) of the ship or unit to which the member is assigned (item 3 below for the exception),

Unless:

1. An extension is authorized through the Secretarial Process under par. 9220,

2. COLA is authorized during a PCS between PDSs in close proximity under par. 9110, or

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

9110 COLA INCIDENT TO PCS BETWEEN PDSs IN CLOSE PROXIMITY

When a member is ordered on a PCS between PDSs located in close proximity (with no intervening PDS) and, at the new PDS, the member continues to commute from the residence occupied while at the old PDS, COLA continues for the time between the member's detachment from the old PDS and reporting to the new PDS, unless otherwise prohibited. A member ordered on PCS with TDY en route is paid COLA during that period. If the COLA rate differs between the old and new PDSs, the rate for the old PDS is paid through the day before the member reports to the new PDS.

9115 COLA FOR A MEMBER WITHOUT DEPENDENT(S)

A. Reduced COLA. A reduced COLA is paid to a member when both Gov't Qtrs and a Gov't dining facility are available. It is a reduced percentage rate (rounded to the closest penny) of the COLA rate computed IAW App J for a member with 0 dependents living in private sector housing. The rate for Reduced COLA is currently 63% of the without dependent rate.

B. Gov't Dining Facility Availability

NOTE 1: For COLA purposes – If the permanently assigned member purchases meals, or receives meals using a meal card provided for that purpose or receives meals at no cost at a Gov't dining facility (par. 9000-E and App A), then a Gov't dining facility is available.

NOTE 2: The decision on COLA authority for a member with 0 dependents vs. the Reduced COLA rate in items 2 and 3 below is predicated on whether or not the:

a. Dining facility is actually available to the member,

b. Member is expected to purchase food for preparation in the Gov't Qtrs, and

c. Gov't Qtrs have facilities to keep and prepare food for meals.

Gov't Qtrs are further defined within this Part as barracks which may be dormitory and shipboard Qtrs.

NOTE 3: If the commander authorizing COLA expects the member to cook and consume meals in the Gov't living Qtrs, then COLA for a member with 0 dependents is authorized. However, if the member continues, or is expected to continue, to eat the majority of meals in the Gov't dining facility because meal preparation in the Gov't Qtrs is not expected or permitted, the Reduced COLA rate is authorized. A member, who routinely eats 2 or more meals a day in the dining facility is only authorized to receive the Reduced COLA rate.

1. Member with Gov't Qtrs and Gov't Dining Facility Available. A member who has Gov't Qtrs available at the PDS (including aboard a ship) and a Gov't dining facility available, is authorized the Reduced COLA rate. The presence of a non-command sponsored dependent at or near the PDS is not a reason for a member to receive COLA at the 0 dependent rate. In that situation, the member is still only authorized Reduced COLA rate.

2. Member with Gov't Qtrs Available but without a Gov't Dining Facility Available. A member who has Gov't Qtrs available but who does not have a Gov't dining facility available for 3 meals a day at the PDS is authorized COLA at the rate specified in App J for a member with 0 dependents.

3. Member with Gov't Qtrs Available but for Whom Gov't Dining Facility Use is Impractical. A member who has Gov't Qtrs available, but whose commanding officer/installation commander, or delegated designee, furnishes a statement that Gov't dining facility use is impractical due to mission or operational needs (not personal convenience), is authorized the COLA computed as indicated in App J for a member with 0 dependents. The responsible commanding officer/installation commander, or the delegated designee for dining facility usage, cannot determine that Gov't dining facility is unavailable for a member who eats 2 or more meals a day in a Gov't dining facility..

4. Enlisted Member Authorized to Mess Separately. An enlisted member for whom Gov't Qtrs are not available and who is authorized to mess separately (i.e., away from a Gov't dining facility), is authorized COLA computed as indicated in App J for a member with 0 dependents.

5. Member Married to Member Couple Maintaining a Joint Residence. A member, who is authorized to mess separately and who maintains a joint residence with the spouse who also is a member, is authorized COLA computed as indicated in App J for a member with 0 dependents (par. 9210).

6. Member Authorized to Occupy Other than Gov't Qtrs. A member in grade E-7 or higher, who has no dependent, has elected to not occupy Gov't Qtrs, and who is occupying private sector housing is authorized the COLA computed as indicated in App J for a member with 0 dependents.

7. Member without Dependent Who Elects Not to Occupy Inadequate Gov't Qtrs. A member in grade E-6, who has no dependent, has elected to not occupy inadequate Gov't Qtrs, and who is occupying private sector housing is authorized the COLA computed as indicated in App J for a member with 0 dependents.

8. Member Who Has No Dependent and Is Assigned to a Ship. A member who:

a. Has no dependent,

b. Is assigned to permanent duty aboard a ship,

c. Is in grade E-6 or above and elects not to occupy assigned shipboard Gov't Qtrs, or in the grade of E-4 or E-5 and is authorized to not occupy assigned shipboard Gov't Qtrs, and

d. Occupies private sector housing,

is authorized COLA computed as indicated in App J for a member with 0 dependents.

9. Both Spouses below Grade E-6 Assigned to Sea Duty. Each member of a member married to member military couple (both below grade E-6) is authorized COLA as specified in App J for a member with 0 dependents if the spouses:

a. Have no other dependent(s),

b. Are assigned to permanent duty aboard ship(s),

c. Elect to not occupy assigned shipboard Qtrs, and

d. Occupy a private sector housing.

10. Member in Confinement. A member without dependent(s) is not authorized COLA while in a confinement status serving a sentence as a result of disciplinary action.

C. Leave Periods. If a member without dependent(s) takes leave away from the OCONUS PDS vicinity, COLA continues for the first 30 days and stops on day 31. If COLA is stopped, it starts again the day the member returns to the PDS from leave.

9120 NON-COMMAND SPONSORED DEPENDENT IN PDS VICINITY

A member, who is serving an unaccompanied tour at an OCONUS PDS, but is accompanied or joined by a non-command sponsored dependent, is not authorized with dependent COLA even if the dependent's presence leads the member to choose not to use an available Gov't dining facility. The member is authorized COLA the same as any other member without dependent(s) under par. 9115-A under the same conditions. If the member changes the tour election and agrees to serve the accompanied tour, with dependent COLA under par. 9130 starts on the date the dependent is command sponsored.

9125 FRACTIONAL COLA FOR A MEMBER WITHOUT DEPENDENT

A member without dependent:

1. On duty at a PDS where a Gov't dining facility is available (member is receiving the reduced COLA rate), and

2. Whose duty, as distinguished from a travel status, requires the member's absence from the PDS (including a ship or other unit having an assigned home port (as opposed to an assigned permanent duty station) outside CONUS) during one or more meals,

is authorized a pro rata share of the without dependent COLA for each meal not furnished in a Gov't dining facility in addition to the reduced COLA authorized in par. 9115-A1. The commanding officer, or an officer designated by the commanding officer for that purpose, must validate that the meals are not furnished. The amount payable is obtained by applying the percentages indicated in the following table for the meals involved to the daily COLA rates computed IAW App J for a member with 0 dependents for the PDS, or in the case of a member assigned to a ship or other unit having an assigned OCONUS home port, the COLA for the place where the meals are taken.

1 October 2011	
Meal Involved	Applicable Percentage
Morning	7%
Noon	15%
Evening	15%

9130 COLA FOR A MEMBER WITH DEPENDENT(S)

A. General. A member with dependent(s) is authorized OCONUS COLA based on the number of command sponsored dependent(s) at the PDS vicinity (see par. 9210 for authority for member married to member couples) regardless of Gov't dining facility availability (including aboard ship), except:

1. When a member is on leave away from the OCONUS PDS vicinity for more than 30 days and is accompanied by all command sponsored dependents.;

2. When any command sponsored dependent departs the OCONUS PDS vicinity for a period of more than 30 consecutive calendar days, the COLA payment beginning on the 31st day is reduced to the rate specified in App J for the number of command sponsored dependents remaining at the PDS;

3. When a command sponsored dependent departs the PDS vicinity to attend school, the payment is reduced the day following the departure day to the rate specified in App J for the number of command sponsored dependents remaining at the PDS;

4. When one or more (but not all) command sponsored dependents depart the PDS vicinity for early/advance return to a location other than the OCONUS PDS, the OCONUS COLA payment is reduced the day following the command sponsored dependents' departure to the rate specified in App J for the number of command sponsored dependents remaining. If all the command sponsored dependents early/advance return to a location other than the OCONUS PDS, the member becomes a member without dependents (see par. 9000-B2) and the OCONUS COLA at the with dependent rate terminates the day before the command sponsored dependents depart the member's PDS. See par. 9225 for early/advance return of foreign born command sponsored dependents authorized to travel to their native country; or

5. When in a confinement status as a result of disciplinary action, the member is authorized OCONUS COLA for command sponsored dependents only at the rate specified in App J for the number of command sponsored dependents who continue to reside in the PDS vicinity.

B. Home Port Change. If a member:

1. Is currently assigned to a ship or other fleet unit with an announced home port change, or

2. Is in receipt of a PCS order to a ship or other fleet unit with an announced home port change, and

3. The dependent is authorized to travel to the new home port,

the new home port is the member's PDS for COLA purposes (65 Comp. Gen. 888 (1986)).

C. PCS Order Amendment Changes the PDS. When, before joining dependents who have arrived at or in the vicinity of a new PDS OCONUS and on whose behalf COLA has been authorized, a member receives a PCS order amendment naming a different PDS, COLA at the original PDS rate ends on the dependent's departure day for the newly designated PDS. COLA at the initial PDS can extend beyond 60 days after the amended order effective date only if specifically authorized/approved through the Secretarial Process. COLA at the new PDS rate based on the number of command sponsored dependents begins on the dependent's arrival day.

9135 GEOGRAPHIC COLA LOCATIONS

The PDS geographic location governs the COLA index payable unless otherwise specified. Geographic locations are determined as outlined in App J.

9140 COLA REPORT SUBMISSION

See App M for COLA report submission.

9145 COLA FOR AN RC MEMBER

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

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

A. General. An RC member, called/ordered from an OCONUS residence to active duty/ADT, is authorized COLA in the circumstances described in pars. 9145-B and 9145-C. When a member is authorized COLA at the with dependent rate for the PLEAD, there is no command sponsorship requirement. The member must reside permanently in the area concerned at the time called/ordered to active duty (55 Comp. Gen. 135 (1975)).

B. Called/Ordered to Active Duty for More than 30 Days. An RC member called/ordered to active duty (TDY or PCS) from an OCONUS location for 31 or more days is authorized COLA for the primary OCONUS residence location at the time called/ ordered to active duty beginning on the first active duty day. This rate continues for the tour duration except as noted below.

1. Called/Ordered to Active Duty for Training for 140 or More Days. The initial rate terminates on the day before the day the member reports at the duty location prescribed in the active duty order. Authority for COLA for the PDS location begins on the day the member reports at that location. A member called/ordered to ADT from a CONUS location for 140 or more days at one location is authorized COLA in the same manner as a member already on active duty.

2. Called/Ordered to Active Duty for Other than Training for More than 180 Days with PCS Allowances. Except as provided in par. 9145-B3, the initial primary OCONUS residence location rate terminates on the day before the member reports at the PDS duty location prescribed in the active duty order. PDS location COLA authority begins on the day the member reports at that location (e.g., Member reports on 30 June. Primary

OCONUS residence location COLA is paid for 29 June and new PDS COLA commences on 30 June). A member called/ordered to active duty for other than training from a CONUS location for more than 180 days at one OCONUS PDS location is authorized COLA as of the day the member reports at that location (e.g., member departs CONUS home on 29 September and reports to the OCONUS PDS on 30 September. COLA for the OCONUS PDS begins on 30 September).

3. Called/Ordered to Active Duty for Other than Training for More than 180 Days but Not Authorized HHG Transportation. Except when HHG transportation is authorized, an RC member called/ordered to active duty for other than training for more than 180 days at one location, away from the member's OCONUS principal place of residence (at the time called/ordered to active duty) is:

a. Assigned to duty at that residence, and

b. Paid COLA at that location rate.

HHG transportation under a TDY order IAW Ch 4, Part E1, does not affect this authority. COLA authority begins on the first active duty day.

C. Called/Ordered to Active Duty for Less than 31 Days. An RC member called/ordered to active duty from an OCONUS location for less than 31 days is authorized COLA if the call/order to active duty is:

1. In support of a contingency operation (see App A); or

2. Whenever there is no per diem authority.

The member is authorized COLA at the rate prescribed for the member's principal place of residence location at the time called/ordered to active duty (55 Comp. Gen. 135 (1975)).

CHAPTER 9: STATION ALLOWANCES (OCONUS COLA AND TLA)

PART C: TEMPORARY LODGING ALLOWANCE (TLA)

SECTION 1: GENERAL

MEMBERS ONLY

9150 GENERAL

A. Purpose. TLA is an allowance intended to partially pay members for the more than normal expenses incurred by a member/dependent(s) while occupying temporary lodging OCONUS:

1. Upon initial arrival (reporting) at an OCONUS PDS (includes reporting for TDY at an activity within the new OCONUS PDS limits (B-208740, 31 January 1983)) and waiting for a Gov't Qtrs assignment, or while completing arrangements for other private sector housing when Gov't Qtrs are not available;

2. When based on the OCONUS TLA Authority's written guidance, the appropriate official determines that for reasons beyond the member's control (does not include a ship entering any type of maintenance availability), it is necessary for a member, once established in permanent Gov't Qtrs/private sector housing/ privatized housing or waiting to reoccupy the vacated permanent Gov't Qtrs/private sector housing/privatized housing;

3. While seeking permanent Gov't Qtrs/private sector housing following a TDY period when a member without dependents vacated permanent Gov't Qtrs/private sector housing before a TDY assignment of 90 or more days (59 Comp. Gen. 486 (1980));

4. While house-hunting after the member arrives at the new PDS and reports for duty ICW a PCS;

5. Immediately preceding PCS departure from an OCONUS PDS (includes reporting for TDY at a location within the old OCONUS PDS limits (B-208740, 31 January 1983) after Gov't Qtrs/private sector housing is vacated ICW a PCS order; or

6. During a member's hospitalization period while en route between PDSs when dependents are required to use OCONUS temporary lodgings during the hospitalization period.

NOTE 1: A member who retires/separates, stays in the PDS area, and then moves at a later date, or moves to an OCONUS HOR/HOS location selected by the member, is not eligible for TLA.

NOTE 2: TLA is not intended, and must not be allowed to be used, for the personal enrichment of a member by providing TLA for other than the purpose intended. Disciplinary action addressed in par. 1035 applies when TLA is provided for inappropriate reasons.

NOTE 3: See par. 9220 regarding authorizing/approving TLA ICW dependents' advance arrival and/or delayed travel.

NOTE 4: A member may be paid COLA, BAH and/or OHA, if applicable, when paid TLA.

B. Implementation

1. In a country/area in which only one Service is represented, the senior commander (OCONUS TLA Authority) must issue written TLA guidance for the country/area.

2. In countries/areas where more than one Service is represented, the senior commander/designee (i.e., the OCONUS TLA Authority) must issue written guidance for all Services in the country/area. The OCONUS

TLA Authority may delegate authority as determined appropriate to judiciously administer TLA.

3. A copy of the written material, and changes to/re-issuances of the written material implementing this authority, must be provided 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, or

b. FAX: (571) 372-1301

for review IAW DoDI 5154.31, Vol 5 before implementation. This written material must be coordinated in the country/area with the Uniformed Services present there, must be consistent with par. 9150, and must be designed to uniformly authorize TLA to each member of each Uniformed Service.

C. OCONUS TLA Authority Responsibilities

1. TLA Determination

a. The OCONUS TLA Authority causes the determination to be made whether or not it is necessary for the member and/or dependent(s) to occupy temporary lodgings when the first arrive at, or immediately before they leave, an OCONUS PDS.

b. If temporary lodgings occupancy is necessary, the requirements in par. 9150-C1e(1) through (8) must be met before TLA payment.

c. If Gov't Qtrs are not available, the member should be prepared to provide written certification to support any voucher documentation submitted if required by finance regulations.

d. When Gov't Qtrs are available and other lodgings are used, lodging reimbursement is limited to the Gov't Qtrs' cost IAW par. 020303-C.

e. It is the OCONUS TLA Authority's responsibility to ensure that the member is advised:

(1) Upon arrival, of the responsibility to aggressively seek permanent Gov't Qtrs/private sector housing (not applicable when it is known that the member is to be assigned Gov't Qtrs), and to follow up and review (at intervals of 15 or fewer days as determined by the TLA Authority) the member's progress in obtaining permanent Gov't Qtrs/private sector housing;

(2) Upon arrival, of the requirement to register with an official and to keep that official periodically informed (at intervals of 15 or fewer days as determined by the TLA Authority) of progress in obtaining permanent Gov't Qtrs/private sector housing. NOTE: The member does not have to report progress in obtaining permanent private sector housing when it is known that the member is to be assigned to Gov't Qtrs.;

(3) Of the responsibility to furnish a statement to the official described above in par. 9150-C1e(2) indicating TLA commencement and/or termination;
(4) Of any limit on the number of authorized TLA days (for arrival or departure) and of any written justification requirement for a TLA extension to the maximum number of days in pars. 9160 and 9170;

(5) Of the requirement to relocate to other permanent Gov't Qtrs/private sector housing or to reoccupy the Gov't Qtrs/private sector housing formerly occupied, as soon as practical if the conditions in par. 9150-A2 apply;

(6) That TLA payment depends on the expenses incurred at the temporary lodgings (excluding lodging expenses when staying with friends or relatives) and of the need to obtain and keep receipts for lodging expenses to support TLA payment;

(7) Of the list of recommended temporary lodgings and provided encouragement to use these recommended facilities; and

(8) That lodging expenses are not allowed while staying with friends/relatives, but the M&IE is payable for the eligible TLA period.

If, using written guidance of the OCONUS TLA Authority, a determination is made that the member has not complied with the TLA requirements or has failed to submit acceptable reasons for noncompliance, TLA payment or further TLA authority must be denied.

2. Determining Additional TLA Periods

a. In addition to the responsibilities in par. 9150-B1, before authorizing/approving additional TLA periods upon initial arrival (par. 9160-G), delayed departure (par. 9170-C), or early permanent Gov't Qtrs/private sector housing termination (par. 9170-D), the OCONUS TLA Authority's written guidance is used to determine whether or not an undue financial hardship can result if an additional TLA period is not authorized/approved.

b. Personal inconvenience to a member/dependent(s) is never a determining factor.

c. Applications for additional TLA periods must establish the need for continuance.

d. In the written guidance regarding making the continuation determination, the OCONUS TLA Authority must direct consideration of the daily amount of:

(1) TLA the member has received or will receive;

(2) Current and estimated expenses for temporary lodgings occupancy;

(3) Housing allowance for a member who has one or more command sponsored dependents in the OCONUS PDS vicinity, on whose behalf the member is authorized TLA, and for those with no dependents; and

NOTE: Housing allowance is not a consideration when paid for a dependent(s) at a place other than the member's PDS, or at the with-dependent rate to a member receiving TLA for the member only.

(4) FSH.

e. If a member is not expected to incur any excess costs or suffer undue financial hardship, the OCONUS TLA Authority's written guidance should require disapproval of any additional TLA period.

3. Economical TLA Administration

a. TLA costs should be minimized by effective OCONUS TLA Authority guidance and management attention at all levels to:

(1) Preclude the need for TLA,

(2) Shorten the authorized period, and

(3) Reduce the amount payable.

b. The following duties should be emphasized in the OCONUS TLA Authority's written guidance to help the member locate permanent Qtrs. The guidance should ensure that:

(1) Existing Gov't transient facilities are used to the fullest possible extent by a member and/or dependents upon PDS arrival and/or departure by usage policy that makes the Gov't transient facilities more available to a member in a TLA status and/or dependents;

(2) Leased Qtrs furnished and equipped for housekeeping for temporary occupancy by families upon arrival/departure are used when practical;

(3) Contact with the local private sector permanent housing market is maintained and incoming families are furnished with reliable, realistic, and current information concerning private sector permanent housing location, availability, description, and cost;

(4) Use of temporary lodgings, with facilities for preparing and consuming meals, is promoted;

(5) The member is aware of Gov't owned furniture, maintained for temporary loan to arriving and departing families to occupy permanent Gov't Qtrs and/or private sector housing before the HHG arrive and continue occupancy after the HHG have been picked up for shipment before the member and/or dependents depart;

(6) Permanent Gov't Qtrs are/private sector housing is occupied as soon as possible upon arrival and not vacated sooner than necessary upon departure, and cause TLA termination on the day before the date permanent Gov't Qtrs/private sector housing could reasonably be occupied, when permanent Gov't Qtrs are/private sector housing is not occupied;

(7) That requirements for dependent travel authorities contain advice to the member about appropriate items for inclusion UB (e.g., blankets, linens, kitchen utensils, dishes, and tableware); and

(8) An up to date list of approved temporary lodgings is maintained, and that lodging inspections are provided at appropriate intervals.

9155 GENERAL TLA PAYMENT CONDITIONS

A. TLA Authority. TLA may be authorized when the TLA Authority determines it is necessary that a member and/or dependents occupy temporary lodgings at personal expense.

B. Non-Occupancy. Non-occupancy of accommodations during a portion of the authorized TLA period does not prevent authorized reimbursement for other days during the TLA period.

C. TLA Periods. An initial TLA period and an additional authorized TLA period do not have to be continuous.

D. Unaccompanied Tour. A member serving an unaccompanied tour is not authorized TLA when an available Gov't dining facility is not used and/or available Gov't Qtrs are not occupied because a non-command sponsored dependent is in the PDS vicinity.

E. Multiple Allowances. TLA may be paid, in addition to TQSE or TQSA for a civilian employee, (see JTR, Ch 5, Part B9) as long as TLA and TQSE/TQSA payments cover different expenses. Duplicate payment for the same expenses is not authorized. The couple may not each receive PCS travel and transportation allowance payments for the same purpose or expense (54 Comp. Gen. 892 (1975)).

F. TDY Mileage, MALT, TLA, and Per Diem Computation. Use the actual amount without rounding when computing TDY mileage, MALT, TLA, and per diem computation.

9157 ADVANCE PAYMENT

An advance may be paid for the number of authorized TLA days, after authority is provided based on the appropriate directive(s) issued under par. 9150.

CHAPTER 9: STATION ALLOWANCES (OCONUS COLA AND TLA)

PART C: TEMPORARY LODGING ALLOWANCE (TLA)

SECTION 2: INITIAL ASSIGNMENT

MEMBERS ONLY

9160 INITIAL ASSIGNMENT

A. General

1. TLA authority for an OCONUS PDS assignment requiring a residence change ordinarily should not exceed 60 days. A period in addition to 60 days may be authorized/approved for the specific reasons in par. 9160-I. The initial 60-day period begins on the same date as COLA. TLA days do not have to be consecutive (e.g., TDY, hospitalization, or leave taken away from the PDS).

2. At the end of the first 15 or fewer day TLA period specified in par. 9150-C1e(1), or the longer period authorized under extenuating circumstances, the OCONUS TLA Authority's guidance should address review of the member's situation to determine the progress in obtaining permanent housing.

3. If the member's efforts appear deficient, the member must be reminded of responsibilities in the matter. Unexcused failure to comply with the diligent search requirement should result in TLA termination (not applicable when it is known the member is awaiting assignment to Gov't Qtrs).

4. The member's absence from the PDS due to TDY, maneuvers, being aboard ship, sickness, hospitalization, serious illness of dependents, or other acceptable reasons, excuses the member's failure to aggressively seek permanent housing during the absence, illness, etc., and postpones the date for submitting information required by par. 9150-C1. This applies when evaluating the member's progress toward obtaining permanent Gov't Qtrs /private sector housing and in determining TLA authorization/approval during each succeeding period.

5. TLA accrual provisions (par. 9185-E) are applied in computing TLA upon arrival.

B. TLA Start when Authorized MALT Plus Flat Per Diem. When MALT Plus flat per diem is payable on the reporting day to a new PDS, TLA for the member/dependent(s) is not authorized for that day.

C. TLA Start when Authorized Per Diem (pars. 020102 and 0203)

1. Reporting Day to PDS. When a member and/or dependents occupy temporary lodgings on the reporting day to the new PDS, the member may be authorized TLA for the member and/or dependents.

2. Period while Awaiting the Ship's Arrival

a. When a member is in a per diem status at the OCONUS home port awaiting arrival of the ship to which assigned, TLA on the member's behalf is not payable during the waiting period beginning the arrival day at the home port and extending through the day before the actual reporting day aboard the ship as the member is in a TDY status awaiting the ship's arrival and eligible for per diem. NOTE: This is because the ship is the member's PDS for personal travel and until reporting to the ship, the member has not reached the new PDS.

b. Except on the reporting day to the ship (par. 9160-C1), lodging costs for lodging jointly occupied by the member and dependents are apportioned 50% for the member and 50% for dependents (regardless of the number of family members) when a member in a per diem status is receiving TLA for dependents while at the home port.

c. On the actual reporting day aboard the ship, the lodging cost for lodging jointly occupied by the member and dependent is not divided between the member and the dependent; the entire lodging cost (100%) is included as a TLA expense.

d. The number of dependents occupying temporary lodgings in the PDS area, or the home port when the new PDS is a ship, determines the TLA rate payable on behalf of dependents for days when a member is authorized per diem.

3. TDY/Deployment Period while Away from New PDS. A member receiving TLA who is ordered on TDY after arrival at a new PDS, or who is ordered on deployment from the home port or permanent duty location of the ship, staff or afloat unit, may continue to receive TLA on the member's behalf and may include the member's share of the temporary lodging cost as a TLA expense when, because of the member's military assignment, those temporary lodging must be retained at the new PDS or the home port or permanent duty location of the ship, staff, or afloat unit (59 Comp. Gen. 58 (1979)). The member's order must be annotated with, or have attached to it, certification that retaining the TLA lodging was because of military necessity and not because of the member's personal choice/convenience.

D. TLA when a Member Arrives before a Dependent. When a member arrives at an OCONUS PDS before a dependent, the member may be authorized TLA if the conditions in par. 9155-A are met. Upon the dependent's arrival, TLA also may be authorized/approved for the member and/or dependent for the period the member/ dependent is/are required to use temporary lodgings. If the dependent arrives after the initial 60-day period in par. 9160-A expires, an additional TLA period may be authorized under par. 9160-G whether or not TLA was paid during the initial 60-day period.

E. Dependent Arrives at or in the OCONUS PDS Vicinity before the Member. When a dependent arrives at or in the OCONUS PDS vicinity in advance of a member following Secretarial authority for/approval of advance dependent arrival under par. 10412, the dependent's TLA start date is the day TLA is authorized for the member provided the dependents are command-sponsored as indicated in par. 9000-A2.

F. Home Port Change. The new home port is the member's PDS for TLA purposes (65 Comp. Gen. 888 (1986)) if a member is:

1. Currently assigned to a ship or other fleet unit with an announced home port change, or

2. In receipt of a PCS order to a ship or other fleet unit with an announced home port change,

and the dependent is authorized to travel to the new home port.

G. Dependent's Delayed Departure Authorized/Approved by the Secretarial Process. When a dependent departs the OCONUS PDS vicinity after the member, following Secretarial Process authorization/approval under par. 10412 of the delayed travel, TLA for the dependent is authorized under the same conditions as applicable to a member.

H. TLA during Hospitalization Period. A member receiving TLA, who is hospitalized after arrival at a new PDS, may continue to receive TLA on the member's behalf. When, despite the member's hospitalization, TLA lodging must be retained at the new PDS, the member's share of temporary lodging cost is included as a TLA expense. The member's order must be annotated, or have attached to it, certification that retaining the TLA lodging was because of military necessity (i.e., the member's hospitalization) and not because of the member's personal choice/convenience.

I. Additional TLA Period. The OCONUS TLA Authority's authorizing/approving official(s) (par. 9150) may authorize/approve a period in addition to the initial 60 day maximum which may follow immediately after the initial period or begin at some later date after expiration of the initial 60 day period. The additional period may be authorized/approved when any of the following reasons exist and the reason(s) is/are determined to be beyond the member's/dependents' control:

1. Non-arrival of HHG;

2. Delay in availability of/assignment to Gov't Qtrs due to Service requirements;

3. Acts of God, fire, flood, earthquake, riot, civil unrest, or other disturbances that make normally available or anticipated Gov't Qtrs or private sector housing temporarily or permanently uninhabitable or unavailable.

4. Withdrawal of private sector housing from the market by a landlord;

5. The member is unable to secure private sector housing that the housing officer considers suitable to the member's needs, in an acceptable location, and comparable to and within the price range of housing currently being used by other members in the area. NOTE: This does NOT mean the housing lease cost cannot exceed the OHA ceiling; it can.; or

6. The member is/dependent(s) are hospitalized or the member's duties require the member to be away from the PDS (home port, if attached to a ship) resulting in curtailment of opportunities to arrange for permanent Gov't Qtrs /private sector housing. The additional TLA period is authorized/approved in increments of 15 or fewer days.

J. TLA Stop. Unless TLA is terminated sooner for one of the reasons in par. 9150-C1e or elsewhere in this Part, TLA authority upon initial arrival stops on the day before the day a member occupies permanent Gov't Qtrs or private sector housing. With the exception of the extra lodging charges allowable (see pars. 9185-A2, 9185-C and 9185-D), no expenses incurred on the permanent Gov't Qtrs/private sector housing occupancy day are allowable in computing TLA. NOTE: In any case, TLA must stop the day HHG are delivered.

CHAPTER 9: STATION ALLOWANCES (OCONUS COLA AND TLA)

PART C: TEMPORARY LODGING ALLOWANCE (TLA)

SECTION 3: TLA UNDER SPECIAL CONDITIONS

MEMBERS ONLY

9165 TLA UNDER SPECIAL CONDITIONS

A. Member Must Vacate Established Permanent Gov't Qtrs /Private Sector Housing/Privatized housing in the PDS Vicinity

1. The TLA period for situations in par. 9150-A2, is for the entire period the member is required to use temporary lodgings if authorized/approved by the OCONUS TLA Authority.

2. TLA begins the day temporary lodgings are first used and ends on the day before the day permanent Gov't Qtrs are/private sector housing/privatized housing is reoccupied or when the OCONUS TLA Authority determines TLA is no longer justified.

3. TLA computation does not include any expenses incurred before the TLA period begins or after it ends, except for extra lodging charges authorized in par. 9185-A2, 9185-C, or 9185-D.

4. TLA is to be terminated if the OCONUS TLA Authority determines that TLA is no longer necessary (i.e., no excess costs, or the member fails to accept adequate permanent Gov't Qtrs or the member stops diligently searching for permanent private sector housing.

B. Deployment Period while Away from PDS. A member receiving TLA who is ordered on deployment from the home port of the ship, staff or afloat unit, is authorized to continue to receive TLA on the member's behalf and may include the member's share of temporary lodging cost when, because of the member's assignment, the temporary lodging must be retained at the home port or permanent duty location of the ship, staff, or afloat unit (59 Comp. Gen. 58 (1979)). The member's order must be annotated with, or have attached to it, certification that retaining the TLA lodging was because of military necessity and not because of the member's personal choice/convenience.

C. TLA when Tour Is Converted. A member whose tour is converted to an accompanied tour may be eligible for TLA for the member and command-sponsored dependents who were dependents on the PCS order effective date to the OCONUS PDS if par. 9150-C conditions are met. The member must make every reasonable effort to find suitable permanent Gov't Qtrs /private sector housing for the dependents before they arrive. TLA may be authorized/approved for the member and dependents only if the member, for reasons beyond the member's control, is unable to find suitable permanent Gov't Qtrs /private sector housing for the dependents before they arrive.

D. Member Acquires Dependent(s). A member serving an OCONUS tour who had no dependents on arrival but who acquires dependents during that tour is not eligible for TLA for those dependents upon arrival at the PDS because the member was without dependents on the effective date of the PCS order (B-186628, September 17,1976). A member may be authorized TLA for the member, when eligible, and/or for dependents acquired while serving at an OCONUS PDS if the dependents are command-sponsored at the PDS from which departing.

E. PCS Order Cancelled/Revoked. When the member's PCS order is cancelled/ revoked after the member occupies temporary lodgings, the member may receive TLA reimbursement up to the maximum number of days allowable.

CHAPTER 9: STATION ALLOWANCES (OCONUS COLA AND TLA)

PART C: TEMPORARY LODGING ALLOWANCE (TLA)

SECTION 4: TLA UPON DEPARTURE

MEMBERS ONLY

9170 TLA UPON DEPARTURE

A. General

1. The TLA period upon departure should not exceed the last 10 days before the day the member departs the PDS in compliance with a PCS order, except when:

a. One or more dependents remain in the old PDS vicinity IAW par. 9205-A1or 9220. TLA must not exceed the last 10 days preceding the day the last dependent departs, without regard to the effective date of the PCS order from that PDS;

b. A longer TLA period is authorized due to delayed departure (par. 9170-C) or early termination of permanent Gov't Qtrs/private sector housing (par. 9170-D);

c. The member/dependent(s) is hospitalized or the member's duties require the member to be away from the PDS (home port, if attached to a ship).

2. The PCS order effective date is defined in App A.

3. The TLA accrual provisions (par. 9185-E) apply in computing TLA upon departure.

4. Expenses incurred on the departure day are not considered except that TLA for the preceding day may be increased under par. 9185-A2, 9185-C, or 9185-D as a result of lodging costs imposed for the temporary lodging vacating day.

B. Dependents Depart before the Member. When dependents depart an OCONUS PDS before the member, TLA may be authorized for the member and dependents when the conditions in par. 9155-A are met. TLA incident to the dependents' departure must not exceed the last 10 days before the last dependent departs, and must not begin earlier than the issue date of the PCS order, or official alert notice. Upon departure of the member at a later date, TLA may again be authorized/approved for the member as in par. 9170-A.

C. Delayed Departure. When the period authorized by par. 9170-A has begun and actual departure is delayed through no fault of the member or dependents (to include dependents' delay due to the member's death, see par. 10424), TLA may be authorized/approved by the authorizing/approving official (see par. 9150), in increments of 10 or fewer days, for the entire period that temporary lodging must be used.

D. Early Permanent Housing Termination. When, for reasons beyond the control of the member and/or dependents, permanent Gov't Qtrs/private sector housing must be relinquished more than 10 days before the estimated departure date, the authorizing/approving official (see par. 9150) may authorize/approve TLA beginning the day the permanent Gov't Qtrs/private sector housing is relinquished for reasons such as the following:

1. The TO determines it necessary to ship HHG, after considering anticipated leave, necessary travel time, HHG shipping transit times, compliance with requirements of local packing/crating/ shipping agencies, meeting shipping schedules, and other requirements related to HHG shipments;

2. Expiration/termination of lease/rental agreement occurs after a member has the PCS order or alert notice;

3. The landlord withdraws private sector housing from the market;

4. The authorizing/approving official (see par. 9150) determines that an Act of God, fire, flood, earthquake, riot, civil unrest, or other disturbance makes occupancy of permanent Gov't Qtrs/private sector housing inadvisable;

5. The member is required by lease, custom, or law to vacate private sector housing in advance of the leases expiration to permit inspection, finalization of utility bills and deposits, redecoration, and/or adjudication of damage claims;

6. The lease, custom, or law requires that private sector housing be surrendered at a fix date more than 10 days before the scheduled departure;

7. Housing authorities require the member to vacate permanent Gov't Qtrs for the Gov't's convenience to permit its readying for, and/or assignment to, another member;

8. The OCONUS TLA Authority determines that permanent Gov't Qtrs/private sector housing must be relinquished under circumstances/reasons other than those stated in pars. 9170-D1, 9170-D2, 9170-D3, 9170-D4, 9170-D5, 9170-D6, and 9170-D7.

The principles in par. 9150-C2 must be applied in determining the need for TLA. TLA is authorized/approved only for the number of days needed to prevent undue financial hardship to the member during the period involved, as determined by the OCONUS TLA Authority.

E. Member Detaches from a Ship Away from Home Port. When a member detaches on a PCS from an OCONUS home ported ship while the ship is away from its home port and returns to the home port, the member may be authorized TLA on the member's behalf unless authorized per diem. If the member is authorized per diem at the home port, no TLA authority exists for the member and only the dependents occupying temporary lodging at the home port are considered in determining the rate payable under par. 9185-A.

F. Period of TDY/Deployment while Away from the Old PDS. A member receiving TLA preceding PCS departure, who is ordered on TDY away from the PDS, or who is ordered on deployment from the home port or permanent duty location of the ship, staff, or afloat unit, may continue to receive TLA on the member's behalf. The member's temporary lodging cost share is to be included as a TLA expense when, because of the member's military assignment, temporary lodging must be retained at the old PDS or the home port or permanent duty location of the ship, staff, or afloat unit (59 Comp. Gen. 58 (1979)). The member's order must be annotated with, or have attached to it, certification that retaining the TLA lodging was because of military necessity and not because of the member's personal choice/convenience.

G. TLA before PCS Order Issuance

1. A member may be authorized TLA before a PCS order is issued based on a written statement from the PCS AO, or the designated representative, that the member was advised before the PCS order was issued that such an order would be issued. The member must be prepared to provide this statement if finance procedures require that the voucher be supported by the statement.

2. The length of time between when the PCS order is issued and the member receives written advice that the order is to be issued may not exceed the relatively short period between the time when a PCS order determination is made and the date when the order is actually issued.

3. General information concerning order issuance before the determination is made to actually issue the order, such as the date of eventual release from active duty, expiration of term of service, retirement eligibility, expected rotation from OCONUS duty, etc., is not advice that the order is to be issued (52 Comp. Gen. 769 (1973)).

H. TLA during a Hospitalization Period. A member who is receiving TLA before PCS departure, and who is hospitalized, may continue to receive TLA on the member's behalf and may include the member's share of the temporary lodging cost as a TLA expense when because of the hospitalization, temporary lodging must be retained at the old PDS. The member's order must be annotated with, or have attached to it, certification that retaining the TLA lodging was because of the hospitalization and not because of the member's personal choice/ convenience.

CHAPTER 9: STATION ALLOWANCES (OCONUS COLA AND TLA)

PART C: TEMPORARY LODGING ALLOWANCE (TLA)

SECTION 5: MISCELLANEOUS CONDITIONS

MEMBERS ONLY

9175 LEAVE/PERMISSIVE TRAVEL EFFECT ON TLA

A. Leave or Permissive Travel in the PDS Vicinity. TLA may be paid for any day a member is on leave or permissive travel in the PDS vicinity, after reporting for duty, while seeking private sector housing or awaiting Gov't Qtrs assignment. The provision enables a member to complete PCS travel and be placed on leave so that station allowance eligibility is established (by reporting in to the new PDS).

B. Leave or Permissive Travel Away from the PDS Vicinity. TLA is not payable for any day a member is on leave or permissive travel away from the PDS vicinity, unless one or more dependents remain(s) in the PDS vicinity to continue to seek private sector housing or while awaiting Gov't Qtrs assignment. In that case, the number of dependents who continue to occupy temporary lodgings determines the rate payable. In either case, postponement of TLA pending return is not authorized. This provision helps ensure that TLA is paid only ICW the PDS. See par. 9150-A4.

9180 OLD AND NEW PDS IN CLOSE PROXIMITY OR IN THE SAME COUNTRY

A. General. Except as provided in par. 9180-B, the fact that a member's old and new PDSs are in close proximity to each other or in the same country does not change the TLA authority.

B. New PDS within Commuting Distance. When a member's new PDS is within commuting distance of the Gov't Qtrs/private sector housing occupied while at the old PDS, the member may not be authorized TLA unless the member's commanding officer approves temporary lodgings occupancy based on a change of residence being necessary for reasons beyond the member's control.

9182 TLA FOR AN RC MEMBER

An RC member called/ordered to:

1. Active duty for other than training for more than 180 days, or

2. ADT for 140 or more days

and authorized PCS allowances with or without authorization for PCS HHG transportation is authorized TLA in the same manner as prescribed in this Ch. When a member is authorized TLA at the with dependent rate for the PLEAD, there are no command sponsorship requirements. The member must reside permanently in the area concerned at the time called/ordered to active duty (55 Comp. Gen. 135 (1975)). COLA authorization begins on the first active duty day.

CHAPTER 9: STATION ALLOWANCES (OCONUS COLA AND TLA)

PART C: TEMPORARY LODGING ALLOWANCE (TLA)

SECTION 6: RATES PAYABLE, COMPUTATION PROCEDURES AND EXAMPLES

MEMBERS ONLY

9185 RATES PAYABLE, COMPUTATION PROCEDURES AND EXAMPLES

A. General

1. Determining the Number of Persons Occupying Temporary Lodgings. In determining the number of persons in the family occupying temporary lodgings, the member is not counted for any day when the member is not authorized TLA in the member's own behalf. See pars. 9160-B and 9160-C.

2. Extra Room Charge Payment. Except as provided in pars. 9185-C and 9185-D, when the member and/or dependents check into/out of temporary lodgings at a time of day which results in the payment of room charges for the calendar day before checking in or for the checking out calendar day, the rates of 65%, 100%, 35%, and 25% shown in par. 9185-E are 97.5%, 150%, 52.5%, and 37.5%, respectively, for the calendar day of checking in or the calendar day preceding the checking out day, but for lodging only. M&IE remains at the ordinary percentages.

3. TLA Authorized on the Reporting Day

a. Reimburse the traveler/dependent(s) 75% of the new OCONUS PDS per diem M&IE rate (par. 5030) when the PCS is performed by common carrier or transportation in kind if the TLA and reporting day are the same. See pars. 5014-A to C, 5014-D, 5074-B1, and 5074-B2. The reporting day lodging expense is reimbursed as TLA (par. 9150-C). See par. 9185-H, TLA computation Example 8.

b. TLA is not payable on the reporting day when MALT Plus is payable, par. 9160-B.

B. Temporary Lodging Not Available at PDS. When Gov't/commercial temporary lodgings are not available at the PDS and the member must obtain Gov't/commercial temporary lodgings at a nearby place, the maximum daily TLA amount is determined by multiplying the accommodations location per diem rate by the percentage in par. 9185-E if the accommodations per diem rate is higher than that for the PDS. Otherwise, the PDS locality per diem rate is used. Finance regulations might require that payments made under par. 9185-B be supported by a statement of the member's commanding officer/or designee, that the accommodations used were the nearest suitable accommodations available to the member's PDS.

C. Temporary Lodgings Furnished by a Gov't Contractor. When a Gov't contractor furnishes temporary lodgings, TLA is computed under par. 9185-E. When the member and/or dependents check into/out of Gov't contractor temporary lodgings at a time of day that results in the payment of a lodging charge for the calendar day before checking in or the checking out calendar day, the daily amount of TLA for the check in calendar day or the calendar day preceding the checkout day is to be increased by the extra amount of Qtrs charge paid.

D. Temporary Lodging Occupied in Facilities under Gov't Jurisdiction. When temporary lodgings are occupied in guest houses, exchange hotels, temporary lodgings facilities, or transient facilities such as visiting officer's Qtrs, under Gov't jurisdiction (operated with appropriated or non-appropriated funds), TLA is computed per par. 9185-E. When the member and/or dependents check into/out of this type of Qtrs at a time of day which results in the payment of a rental/service charge for the calendar day before checking in or for the checking out calendar day, the daily TLA amount for the check in calendar day or the calendar day preceding the checkout day is increased by the amount of the extra rental/service charge paid.

E. General TLA Computation

1. Except when more than one TLA rate applies within the computation period as in par. 9185-A or 9185-B, and except as in pars. 9185-F, and 9185-G, TLA computations are made in increments of 15, or fewer days when TLA ceases to exist before the end of a (15 or fewer days) period.

2. When determining the lodging expense ICW TLA, the International Transaction (currency conversion) Fees charged by the GTCC are added to the actual daily lodging cost along with any lodging tax or VAT relief certificate cost, and other authorized lodging costs.

3. When using a personal non-GTCC credit card and not formally exempt from having a GTCC, International Transaction (currency conversion) fees charged by your credit card company are not part of the computation.

4. Computations are as follows:

Step 1: Determine the Daily M&IE and Lodging Ceiling. Multiply the percentage in the following table by the applicable locality per diem M&IE and lodging rates.

Number of Eligible Persons Occupying Temporary Lodging	Percentage Applicable
Member or 1 dependent	65%
Member and 1 dependent, or 2 dependents only	100%
For each additional dependent age 12 and over, add	35%
For each additional dependent under age 12, add	25%

a. Use the above applicable percentage for both lodging and M&IE unless:

(1) A TLA Special has been authorized for lodging. See par. 9195.

(2) Temporary lodgings are not available at the PDS. See par. 9185-B.

(3) Permanent Gov't Qtrs are being renovated, or lack adequate cooking and eating facilities. See par. 9185-F.

(4) Temporary Qtrs contain adequate cooking facilities. See par. 9185-G.

(5) A member, authorized a temporary lodging cost at the new PDS under par. 9160-C3 as a TLA expense during a TDY/deployment period, is included in the number of persons occupying the temporary lodgings for lodging but not M&IE. Determine the member's share of the meal allowance by dividing the M&IE amount determined in this step by the number of persons in the member's family, including the member, occupying the temporary lodgings. Deduct the member's share from the M&IE.

(6) The member/dependent(s) stay with friends/relatives; lodging cost reimbursement is not authorized but the TLA M&IE is paid.

b. When computing the applicable percentage for a:

(1) Member and family including the member's spouse and dependent children, the applicable percentage is 100% for the member and spouse, 35% for each dependent age 12 and over, and 25% for each dependent under age 12. See Example 7;

(2) Family without the spouse, add the applicable percentage for the member and 1 (the oldest) dependent, plus the applicable percentage for each additional dependent. For example, the applicable percentage for a member with two dependents, one age 12 or older and one under age 12 is 125% (member plus dependent age 12 or older is 100%, plus dependent under 12 is 25%).;

(3) Member married to member couple on active duty, with dependents occupying temporary lodging, claim the dependents for TLA reimbursement IAW the percentage factors in par. 9185-E, as shown in Examples 5 and 6.

c. Exception occurs when temporary lodgings are not available at the PDS, while renovating Gov't Qtrs, or when permanent Qtrs lack adequate cooking and eating facilities. See par. 9185-F.

Step 2: Determine the Payable Lodging Cost

a. Compare the actual daily lodging cost, including lodging tax or VAT relief certificate cost, International Transaction (Currency Conversion) Fees charged by the GTCC, and other lodging cost authorized IAW par. 9160-C3, with the Step 1 lodging cost ceiling. Select the lesser amount.

b. Itemized lodging vendor receipts, invoices, or statements are required for lodging expense verification. See par. 010301 for receipt requirements; and par. 9157 for TLA advances.

c. If the member is in a TDY status (regardless of the per diem amount received), reduce the lodging expense by the lodging cost used to determine the member's per diem rate.

d. When staying with friends/relatives, lodging cost is not allowed and is always zero.

Step 3: Determine Daily TLA Amount. Add the Step 2 result to the Step 1 M&IE rate. This is the daily TLA amount. For TLA computation examples see pars. 9185-H and 9195 (TLA Special).

F. TLA while Gov't Qtrs Are Being Renovated, or if Gov't Qtrs Lack/Private Sector Housing Lacks a Stove and/or Refrigerator

1. The member may be authorized TLA to cover restaurant meals cost, when a member and/or dependents:

a. Occupy Gov't Qtrs while the kitchen is being renovated, or

b. Occupy Gov't Qtrs/private sector housing during utility loss, or

c. Initially occupy permanent Gov't Qtrs/private sector housing without a stove and/or refrigerator and meals cannot be prepared.

2. Determine TLA by multiplying the par. 9185-E4, Step 1 percentage times the total meals amount in the locality M&IE per diem rate.

G. Temporary Qtrs Contain Facilities for Preparing and Consuming Meals

1. When temporary lodgings have facilities and space for preparing and eating meals, the daily TLA rate is computed using par. 9185-E, except that the M&IE amount is reduced by one half.

2. The reduced (one half) M&IE amount based on adequate cooking facilities does not apply when lodging is provided by a friend/relative, or to the first and last days of TLA.

3. The presence of a stove and oven, work area (table, counter, etc.), refrigerator, sink, water, table, chairs, and cooking and eating utensils (i.e., all of the foregoing items) is evidence of adequate cooking and eating facilities.

4. When the member shows, to the satisfaction of the official designated in the local TLA regulations (see par. 9150) that the facilities for preparing and consuming meals are inadequate or for other reasons may not be used for all or part of the period involved, the member may be authorized TLA per par. 9185-E, without the M&IE reduction. The member's explanation for facilities non-use, endorsed by the OCONUS TLA Authority's designated official supports TLA payment under these circumstances.

5. To facilitate TLA administration, the OCONUS TLA Authority's designated official should ensure that a current list of available accommodations is maintained and make available to incoming and departing personnel.

H. TLA Computation Examples. Per diem rates used in these examples may not be current, and are for illustrative purposes only. Refer to the paragraph references for clarification when computing TLA.

1. TDY/Deployment, POC Travel

A member, with command sponsored spouse, is assigned to an OCONUS location (par. 9150-C). The member and spouse arrive at the new OCONUS PDS location on 1 April by POC and move into temporary lodgings the same day (par. 9160-B). TLA status is effective the following date, 4/2. The temporary accommodations do not have facilities for preparing and eating meals (par. 9185-G). The locality per diem rate is $150 ($76/ $74). The actual lodging expense is $114/night, including lodging tax and other authorized fees (par. 9185-E2) such as the GTCC currency conversion fee or valued added tax (VAT) certificate cost, if applicable. Itemized lodging receipts are provided as required.	
4/1 - TLA is not payable for 1 April since MALT Plus per diem was paid for the official travel arrival date to the OCONUS new PDS location for the member and spouse IAW par. 9185-A3.	
4/2 – The member is advised upon reporting to aggressively seek permanent Gov't Qtrs/private sector housing, keep an accurate lodging expense record (including lodging receipts), and register with and inform the OCONUS TLA Authority of progress in obtaining permanent Qtrs/housing at least every 10 days (par. 9150-C).	
4/11 – The member submits a lodging expense report of $1,140 ($114/day including lodging tax) for 4/2 thru 4/10. The member's progress in obtaining permanent Qtrs/housing is reviewed for compliance with the JTR and OCONUS TLA Authority requirements. TLA is extended for another 10 day period by the OCONUS TLA Approving Official (par. 9150-C2).	
4/21 – The member submits a lodging expense report of $1,140 ($114/day including lodging tax) for 4/11 thru 4/20. The member was TDY and received per diem on 4/15 thru 4/18. Lodging costs at the PDS for 4/15, 4/16, and 4/17 were authorized for the member as a TLA expense under par. 9160-C3 (TDY/Deployment). TLA is authorized only for the number of days the member actually remained in TLA accommodations. The member and spouse moves into the same permanent Qtrs on 4/21.	
TLA Computation For 2-10 April – Member/Dependent	
1. Determine the maximum rates (applicable percentage x locality rate). M&IE Lodging	 100% x $74 = $74 100% x $76 = $76
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser.	$114 vs. $76 $76
3. Add the Step 1 M&IE to the selected Step 2 lodging amount. Pay $150/day.	$74 + $76 = $150 $150/day x 4 days = $600
TLA Computation For 11-14 April – Member/Dependent	
1. Determine the maximum rates (applicable percentage x locality rate). M&IE Lodging	 100% x $74 = $74 100% x $76 = $76
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser.	$114 vs. $76 $76
3. Add the Step 1 M&IE to the selected Step 2 lodging amount. Pay $150/day.	$74 + $76 = $150 $150/day x 9 days = $1,350
TLA Computation For 15-17 April TDY/Deployment	
1. Determine the maximum rates (applicable percentage x locality rate). M&IE Lodging	 100% x $74 = $74 100% x $76 = $76
2. Determine the member's share of the M&IE. Divide the Step 1 M&IE result by the number of occupants (including the member), then subtract that amount	$74 divided by 2 = $37

from the Step 1 result (par. 9185-E4, Step 1a5).	$74 - $37 = $37
3. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser.	$114 vs. $76 $76
4. Add the Step 2 M&IE to the selected Step 3 lodging amount. Pay $113/day.	$37 + $76 = $113 $113/day x 3 days = $339
TLA Computation For 18-20 April – Member/Dependent	
1. Determine the maximum rates (applicable percentage x locality rate). M&IE Lodging	 100% x $74 = $74 100% x $76 = $76
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser.	$114 vs. $76 $76
3. Add the Step 1 M&IE to the selected Step 2 lodging amount. Pay $150/day.	$74 + $76 = $150 $150/day x 3 days = $450

2. <u>TDY Status, Vessel at Home Port and Underway</u>

A member, with spouse, is assigned to a ship with an OCONUS home port. The locality <u>per diem rate</u> is $132 ($66/ $66). The member and spouse arrive at the OCONUS home port 9/30 by POC while the ship is away (par. 9160-C2). TLA status is effective the following date, 10/1. They occupy temporary Gov't Qtrs that does not have facilities for preparing and eating meals (par. 9185-G). The actual lodging expense is $98/night, including lodging tax and other authorized fees (par. 9185-E2) such as the GTCC currency conversion fee or valued added tax (VAT) certificate cost if applicable. Itemized lodging receipts are provided as required. The ship returns to the OCONUS home port and the member reports aboard for duty at 1900 that day. The ship remains in port until 11/7. The member and spouse move into the same permanent Qtrs on 10/11.	
9/30 - TLA is not payable for 30 September since MALT Plus per diem was paid for the official travel arrival date to the OCONUS new PDS location for the member and spouse IAW par. 9185-A3.	
10/1 – The member is advised upon reporting to aggressively seek permanent Qtrs/housing, keep an accurate lodging expense record (including lodging receipts), and register with and inform the OCONUS TLA Authority of progress in obtaining permanent Qtrs/housing at least every 10 days (par. 9150-C).	
10/6 – The member submits a lodging expense report of $490 ($98/day) for the member and spouse from 10/1 thru 10/5. The member submits a lodging expense report of $490 ($98 per day) from 10/6 thru 10/10. TLA extension of an additional 10 day period is authorized as the member has complied with the OCONUS TLA Authority requirements IAW the JTR (par. 9150-C2).	
TLA Computation For 1-5 October – Tdy Status/Vessel Underway	
1. Determine the maximum rates (applicable percentage x locality rate). M&IE Lodging	 65% x $66 = $42.90 65% x $66 = $42.90
2. Determine the lodging cost. Divide the allowable daily lodging cost (including lodging tax) by 2, because the member is in a TDY per diem status (par. 9160-C).	$98 divided by 2 = $49
3. Compare the actual daily lodging cost in Step 2 (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser.	$49 vs. $42.90 $42.90
4. Add the Step 1 M&IE to the selected Step 3 lodging amount. Pay $85.80/day.	$42.90 + $42.90 = $85.80 $85.80/day x 5 days = $429
TLA Computation For 6-10 October - (Vessel At Home Port)	
1. Determine the maximum rates (applicable percentage x locality rate). M&IE Lodging	 100% x $66 = $66 100% x $66 = $66
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser.	$98 vs. $66 $66
3. Add the Step 1 M&IE to the selected Step 2 lodging amount. Pay $132/day.	$66 + $66 = $132 $132/day x 5 days= $660

3. Temporary Lodgings Contain Facilities for Preparing and Consuming Meals

A member and 3 dependents (spouse, and two children under age 12) occupy temporary lodgings containing facilities for preparing and consuming meals (par. 9185-G). The locality per diem rate is $150 ($76/ $74). The actual lodging expense is $138/night, including lodging tax and other authorized fees (par. 9185-E2) such as the GTCC currency conversion fee or valued added tax (VAT) certificate cost if applicable. Itemized lodging receipts are provided as required.	
TLA Computation	
1. Determine the maximum rates (applicable percentage x locality rate). M&IE Lodging	 150% x $74 = $111 150% x $76 = $114
2. Reduce the Step 1 M&IE by one half due to cooking facilities.	$111 x 50% = $55.50
3. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser.	$138 vs. $114 $114
4. Add the Step 2 M&IE to the selected Step 3 lodging amount. Pay $169.50/day.	$55.50 + $114 = $169.50 Pay $169.50 for each day

4. Member Married to Member Couple in the Same Temporary Lodging without Facilities for Preparing and Consuming Meals, (POC Travel)

Member married to member couple, each is without dependents, is assigned to the same OCONUS PDS. They arrived at the new OCONUS PDS on 1 April by POC and move into the same temporary lodging on the same day. TLA status is effective the following date, 4/2. Preparation and cooking facilities are not available in the temporary lodging (par. 9185-G). The locality per diem rate is $150 ($76/ $74). The actual lodging expense is $114/night ($57/night for each member), including lodging tax and other authorized fees (par. 9185-E2) such as the GTCC currency conversion or valued added VAT taxes if applicable. Itemized lodging receipts are provided as required.		
4/1 – TLA is not payable for 1 April since MALT Plus per diem was paid for the official travel arrival date to the OCONUS new PDS location for the member and spouse IAW par. 9185-A3.		
4/2 – The members are advised upon reporting to aggressively seek permanent Qtrs/housing, keep an accurate lodging expense record (including lodging receipts), and register with and keep the OCONUS TLA Authority informed of progress in obtaining permanent Qtrs/housing at least every 10 days (par. 9150-C).		
4/11 – Each member submits a separate lodging expense report of $570 ($114÷2/day, including tax = $57) for shared temporary lodging. The members' progress in obtaining permanent Qtrs/housing is reviewed for additional TLA period from 4/11 to 4/20 and TLA is extended for another 10 day period by the OCONUS TLA Approving Official IAW par. 9150-C2). The members moved into the same permanent Qtrs on 4/21.		
TLA Computation 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..		
Temporary Lodging without facilities for Preparing and Consuming Meals		
1. Determine the maximum rates (applicable percentage x locality rate). M&IE Lodging	Member 1 65% x $74 = $48.10 65% x $76 = $49.40	Member 2 65% x $74 = $48.10 65% x $76 = $49.40
2a. Member 1, multiply the Step 1 M&IE times 100% since preparation and cooking facilities are not available. 2b. Member 2, multiply the Step 1 M&IE times 100% since preparation and cooking facilities are not available.	$48.10 x 100% = $48.10 (2a)	$48.10 x 100% = $48.10 (2b)
3. Compare actual daily lodging cost (including lodging tax) to Step 1 maximum lodging rate. Use the lesser.	$49.40 vs. $57.00 $49.40	$49.40 vs. $57.00 $49.40
4. Add the Step 1 M&IE to the Step 3 lodging amount.	$48.10 + $49.40 = $97.50 $97.50 x 10 = $975.00	$48.10 + $49.40 = $97.50 $97.50 x 10 = $975.00

Pay each member $97.50/day.		

5. Member Married to Member Couple with Dependents in Temporary Lodgings with Available Preparation and Cooking Facilities for Each Member, POC Travel

A member without dependents married to another member claiming two dependents (for housing allowance purposes), one age 12 or older and one under age 12, are assigned to the same OCONUS location. They arrived at the new OCONUS PDS on 1 April by POC and move into the same temporary lodging on the same day. Preparation and cooking facilities are available for each member in the temporary lodging (par. 9185-G). The locality per diem rate is $160 ($86/ $74). The actual lodging expense is $85/night for each member, including lodging tax and other authorized fees (par. 9185-E2) such as the GTCC currency conversion fee or valued added tax (VAT) certificate cost if applicable. Itemized lodging receipts are provided as required.		
4/1 - TLA is not payable for 1 April since MALT Plus per diem was paid for the official travel arrival date to the new OCONUS PDS location for each member and children IAW par. 9185-A3.		
4/2 – The members are advised upon reporting to aggressively seek permanent Qtrs/housing, keep an accurate lodging expense record (including lodging receipts), and register with and keep the OCONUS TLA Authority informed of progress in obtaining permanent Qtrs/housing at least every 10 days (par. 9150-C).		
4/11 – Each member submits a separate lodging expense report of $850 ($170 per day including lodging tax divided in half, $85) for shared temporary lodging. They moved into permanent Qtrs on 4/21. TLA is authorized from 4/11 to 4/20 (10 days).		
TLA Computation 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.		
Preparation and Cooking Facilities are Available for Each Member		
1. Maximum rates (applicable percentage x locality rate) M&IE Lodging	Member 1 (one dep) 100% x $74 = $74 100% x $86 = $86	Member 2 (one dep) 100% x $74 = $74 100% x $86 = $86
2. Member with one dependent, multiply the Step 1 M&IE times 50% since preparation and cooking facilities are available.	$74 x 50% = $37	74 x 50% = $37
3. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser.	$85 vs. $86 $85	$85 vs. $86 $85
4. Add Step 2 M&IE to the selected Step 3 lodging amount. Pay each member $122 per day.	$37 + $85 = $122 $122 x 10 = $1,220	$37 + $85 = $122 $122 x 10 = $1,220

6. Member Married to Member Couple with Dependents with Two Rooms without Preparation and Cooking Facilities for Each Member, POC Travel

A member married to member couple with four dependents, two children age 12 or older and two dependents under age 12, are assigned to the same OCONUS location. They arrived at the new OCONUS PDS on 1 April by POC and move into the same temporary lodging on the same day. TLA status is effective the following date, 4/2. Preparation and cooking facilities are not available in the temporary lodging. The locality per diem rate is $200 ($125/ $75). The actual lodging expense is $120/night for each member, including lodging tax and other authorized fees (par. 9185-E2) such as the GTCC currency conversion fee or valued added tax (VAT) certificate cost if applicable. Itemized lodging receipts are provided as required.
4/2 – The members are advised upon reporting to aggressively seek permanent Qtrs/housing, keep an accurate lodging expense record (including lodging receipts), and register with and keep the OCONUS TLA Authority informed of progress in obtaining permanent Qtrs/housing at least every 10 days.
4/11 – Each member submits a separate lodging expense report of $1,200 ($120/day including tax) for shared temporary lodging. The members' progress in obtaining permanent Qtrs/housing is reviewed and TLA is extended for another 10 day period by the OCONUS TLA Approving Official IAW par. 9150-C2. The members and dependents moved into the same permanent Qtrs on 4/21.
TLA Computation

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.		
1. Determine the maximum rates (applicable percentage x locality rate). M&IE Lodging Total	Member 1 (2 deps over 12) 135% x $75 = $101.25 135% x $125 = $168.75 $101.25 + $168.75= $270	Member 2 (2 deps under 12) 125% x $75 = $93.75 125% x $125 = $156.25 $93.75 + $156.25 = $250
2a. Member 1 with 2 dependents age 12 or older. Multiply the Step 1 M&IE times 100% since preparation and cooking facilities are not available.	$101.25 x 100% = 101.25	
2b. Member 2 with 2 dependents under age 12. Multiply the Step 1 M&IE times 100% since preparation and cooking facilities are not available.		$93.75 x 100% = $93.75
3. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser.	$168.75 vs. $120 $120	$156.25 vs. $120 $120
4. Add the Step 1 M&IE to the selected Step 3 lodging amount.	$101.25 + $120 = 221.25	$93.75 + $120 = $213.75
5. Pay the lesser of Step 1 and Step 4.	$221.25	$213.75
6. Multiply the Step 5 amount by the number of authorized TLA days (10).	$221.25/day x 10 days = $2,212.50	$213.75/day x 10 days = $2,137.50
7. Total Amount Paid to Each Member	$2,212.50	$2,137.50

7. Member with Multiple Dependents and Two Rooms without Preparation and Cooking Facilities, POC Travel

A member with a spouse, two children age 12 or older and two children under age 12 is assigned to an OCONUS location. They arrive at the new OCONUS PDS on 1 April by POC and use two rooms for temporary lodging on the same day (par. 9185-E, step 2b). TLA status is effective the following date, 4/2. Preparation and cooking facilities are not available in the temporary lodging (par. 9185-G). The locality per diem rate is $200 ($125/ $75). The actual lodging expense is $120/night for each room, including lodging tax and other authorized fees (par. 9185-E2) such as the GTCC currency conversion fee or valued added tax (VAT) certificate cost if applicable. Itemized lodging receipts are required.	
4/1 - TLA is not payable for 1 April since MALT Plus per diem was paid for the official travel arrival date to the OCONUS new PDS location for the member and spouse IAW par. 9185-A3.	
4/2 – The member is advised upon reporting to aggressively seek permanent Qtrs/housing, keep an accurate lodging expense record (including lodging receipts), and register with and keep the OCONUS TLA Authority informed of progress in obtaining permanent Qtrs/housing at least every 10 days (par. 9150-C).	
4/11 – The member submits a lodging expense report of $2,400 ($120/room per day including tax) for two rooms. The members' progress in obtaining permanent Qtrs/housing is reviewed and TLA is extended for another 10 day period by the OCONUS TLA Approving Official IAW par. 9150-C2. The member and dependents moved into the same permanent Qtrs on 4/21.	
TLA Computation When computing the correct total percentage for a member and family – spouse, dependent children—allow 100% for member/spouse, add 35% for each dependent over 12 and 25% for each dependent under 12)	
When computing the correct total percentage for a member and family – spouse, dependent.	
1. Determine the maximum rates (applicable percentage x locality rate). Member & spouse 100% plus 2 dependents age 12 or older (35% + 35%) 70% plus 2 dependents under age 12 (25% + 25%) 50% = 220%) M&IE Lodging Total	 220% x $75 = $165 220% x $125 = $275 $165 + $275= $440
2. Multiply the Step 1 M&IE times 100% since preparation and cooking facilities are not available.	$165 x 100% = $165
3. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser.	$275 vs. $240 $240

4. Add the Step 2 M&IE to the selected Step 3 lodging amount.	$165 + $240 = $405
5. Pay the lesser of Step 1 and Step 4.	$405
6. Multiply the Step 5 amount by the number of authorized TLA days (10).	$405/day x 10 days = $4,050
7. Total Amount Paid	$4,050

8. PCS Reporting Date and Authorized TLA are on the Same Day, Commercial Transportation

A member, spouse, and one child under 12 are PCS'd from CONUS to the new OCONUS PDS, travel by transoceanic transportation (i.e., commercial air, ship, etc.). They arrive at the new OCONUS PDS and concurrently the OCONUS TLA Approving Official authorizes TLA for 10 days starting on the PCS reporting date. Preparation and cooking facilities are not available in the temporary lodging (par. 9185-G). The locality per diem rate is $377 ($250/ $127).		
The member is advised upon reporting to aggressively seek permanent Qtrs/housing, keep an accurate lodging expense record (including lodging receipts), and register with and keep the OCONUS TLA Authority informed of progress in obtaining permanent Qtrs/housing at least every 10 days (par. 9150-C).		
The member submits a lodging expense report of $2,250 ($225/day including lodging tax) for 10 days of TLA lodging. They moved into permanent Qtrs on Day 11. Actual lodging expenses include lodging tax and any other authorized fees (par. 9185-E2) such as the GTCC currency conversion fee or valued added tax (VAT) certificate cost if applicable. Itemized lodging receipts are provided as required.		
TLA Computation On The Same Day		
This example is for travel performed by common carrier or transportation in kind.		
PCS M&IE paid (par. 5030) =		$285.75
TLA paid for 10 days of TLA (par. 9185-A3)	$225 + $7,413.75 =	$7,638.75
When computing the first day, pay the PCS M&IE based on the OCONUS PDS location and lodging under the TLA program		
Day 1 (PCS travel day M&IE)		
Member	Full Rate	$127.00
Spouse	$127 x 75%	$95.25
Child under 12	$127 x 50%	+ $63.50
TOTAL		$285.75
TLA (Lodging Only)		
Member, spouse, and dependent (under 12)	$250 x 125% = $312.50 (limited to $225)	$225.00
Days 2 – 10		
Step 1	M&IE ($127 x 125%) = Lodging ($250 x 125%) = Total =	$158.75 + $312.50 $471.25
Step 2	Compare the actual lodging cost including tax ($225) against Step 1 ($312.50), pay the lesser amount	$225.00
Step 3	Add M&IE and lodging ($158.75 + $225) =	$383.75
Step 4	Compare steps 1 and 3 totals. Pay the lesser amount. $383.75/day x 9 days =	$3,453.75

9. Lodging with Currency Conversion Fees

A member and spouse occupy temporary lodgings. Preparation and cooking facilities are not available in the temporary lodging. The locality per diem rate is $268 ($152/ $116). The lodging expense is $145, including lodging tax and the international transaction (currency conversion) fee charged by the GTCC is $25. Itemized lodging receipts are provided as required.	
TLA COMPUTATION	
1. Determine the maximum rates (applicable percentage x locality rate). M&IE Lodging International Transaction (currency conversion) Fee	 100% x $116= $116 100% x $152 = $152 $25 ÷ 5 = $5

2. Compare the actual daily lodging cost (including lodging tax and currency conversion fee) ($145 + $5 = $150) to the Step 1 maximum lodging rate. Use the lesser.	$150 vs. $152 $150
3. Add the Step 1 M&IE to the selected Step 2 lodging amount. Pay $266/day.	$116 + $150 = $266 $266/day x 5 days = $1,330

10. PCS Reporting Date and Authorized TLA are on the Same Day, Lodging with Friends/Relatives, Commercial Travel

PCS Reporting Date and Authorized TLA are on the Same Day, Lodging with Friends/Relatives, Commercial Travel		
A member and spouse are PCS'd from CONUS to the new OCONUS PDS, travel by transoceanic transportation (i.e., commercial air, ship, etc.). They arrive at the new OCONUS PDS and concurrently the OCONUS TLA Approving Official authorizes TLA for 10 days starting on the PCS reporting date. The member and spouse elect to reside with relatives. TLA authorization is limited to the M&IE of the applicable locality per diem rate of $377 ($250/$127) per par. 9150-C1e(8); lodging expense reimbursement is not authorized when staying with friends and relatives.		
The member is advised upon reporting to aggressively seek permanent Qtrs/housing, and register with and keep the OCONUS TLA Authority informed of progress in obtaining permanent Qtrs/housing at least every 10 days (par. 9150-C).		
The member requests M&IE of the locality per diem rate for 9 days of TLA, $1,143. The member and dependent moved into the same permanent Qtrs on Day 11.		
TLA Computation (for travel performed by common carrier or transportation in kind)		
PCS M&IE paid (par. 5030) =		$222.25
TLA paid for 10 days of TLA (par. 9185-A3)	$1,143.00 =	$1,143.00
When computing the first day, pay the PCS M&IE based on the OCONUS PDS location and lodging under the TLA program		
Day 1 (PCS travel day M&IE)		
Member	$127 (Full Rate)	$127.00
Spouse	$127 x 75% =	$95.25
TOTAL		$222.25
TLA (lodging only if applicable)		
Member and spouse	No lodging reimbursement. Stayed with friends and relatives	
DAYS 2 – 10		
Step 1	M&IE ($127 x 100%) = $127 x 9 days =	$127.00 $1,143.00
Step 2	Lodging cost expenses are not authorized. Stayed with friends and relatives.	
Step 3	Add M&IE, no lodging cost =	$1,143.00

CHAPTER 9: STATION ALLOWANCES (OCONUS COLA AND TLA)

PART C: TEMPORARY LODGING ALLOWANCE (TLA)

SECTION 7: TLA SPECIAL

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,
6. National or natural 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, May 3, 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	
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.	
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 thee 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	
PDTATAC issued a determination that the lodging factor would be 150% for one person and 75% for each additional dependent.	
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 without Dependents Sharing Temporary Lodging Facilities		
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.		
	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	
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.	
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

CHAPTER 9: STATION ALLOWANCES (OCONUS COLA AND TLA)

PART D: MISCELLANEOUS CONDITIONS AFFECTING ALLOWANCE PAYMENTS

MEMBERS ONLY

9200 MEMBER ASSIGNED TO SHIPS OR FLEET UNITS

A. Delayed Travel. Secretarial authorization/approval of housing allowance continuation for delayed dependents' travel from an OCONUS PDS under par. 10412 also authorizes COLA continuation for the same time period without separate action. TLA for dependents may be authorized/approved IAW par. 9170. Par. 9220 applies whether the member's new PDS is in CONUS or OCONUS.

B. Member Assigned to Duty Aboard a Two Crew Nuclear Submarine. The ship's home port is the member's PDS for station allowances.

1. When a Member Reports to the Home Port before Reporting on Board. When a member is assigned to a two crew nuclear submarine and reports to the ship's home port before reporting aboard because the ship is deployed, the member is authorized station allowances the day after the member arrives at the home port and no further travel is performed away from the home port is required by the order before reporting on board the submarine (57 Comp. Gen. 178 (1977)).

2. Member without Dependents Ordered to TDY at Home Port. Par. 9200-B2 applies only to COLA (53 Comp. Gen. 535 (1974)). COLA is authorized for a member without dependents assigned to a two crew nuclear submarine after reporting on board, while the member is performing TDY ashore, for training and rehabilitation for periods of more than 15 days at the ship's OCONUS home port.

C. Fractional COLA for Member without Dependents. A member without dependents assigned to duty aboard a ship or other fleet unit having an assigned OCONUS home port, is authorized a fractional COLA as prescribed in par. 9125, when the member is not in a travel status but whose duty requires the member to be absent from the PDS during one or more meals (54 Comp. Gen. 333 (1974/B-180066)).

9205 MEMBER SERVING AN UNACCOMPANIED TOUR OR ON UNUSUALLY ARDUOUS SEA DUTY

A. General. A member with dependents is authorized station allowances at the with-dependents rate based on the dependents' OCONUS location when the dependents relocate ICW the PCS, or based on the old PDS when they do not relocate, if authorized/approved by the same level of Secretarial approval as required for approval of their travel. Station allowances payment for the dependents' location begins on the day dependents arrive at that location.

1. Unaccompanied Tour. A member with dependents serving an unaccompanied tour who leaves dependents at the current location or moves them under the conditions in:

a. Par. 5114-D2 to a designated place in a non-foreign OCONUS area, or

b. Par 5114-D3 to an OCONUS location at which the PCS order states the member is scheduled to serve an accompanied tour immediately after completing the unaccompanied tour, and

2. Dependent Restricted Tour/Unusually Arduous Sea Duty. A member with dependents, assigned to a dependent restricted tour or unusually arduous sea duty, who moves dependents under:

a. Par. 5116-A2 to a designated place in a non-foreign OCONUS area, or

b. Par. 5116-A3 to an OCONUS location at which the PCS order states the member is scheduled to serve an accompanied tour immediately after completing the unusually arduous sea tour, or

c. Par. 5116-A4 to an OCONUS location justified under unusual conditions or circumstances.

B. Member Serves an Unaccompanied Tour/on Unusually Arduous Sea Duty at the First PDS. When a member serves an unaccompanied tour/on unusually arduous sea duty at the first PDS, station allowances are authorized for the dependents location if the dependents are approved to reside there through the Secretarial Process (par. 5116-A).

C. Reassignment from an Unaccompanied Tour/Unusually Arduous Sea Duty to Another Unaccompanied Tour/Unusually Arduous Sea Duty

1. Dependents Continue to Remain at the Member's Prior OCONUS PDS or Previously Designated Place. A member transferred between unaccompanied tours and/or unusually arduous sea duty assignments, with dependents who do not move and are authorized station allowances, continues to be authorized station allowances during the second tour.

2. Dependents Move from Member's Prior PDS to a Designated Place or from a Designated Place to Another Designated Place. If dependents choose to relocate ICW a member's transfer between consecutive unaccompanied tours/unusually arduous sea duty PCS assignments, station allowances are authorized for the new designated place under the same conditions and approval authorities as listed in par. 9205-C.

D. Member's PDS Declared an Unaccompanied Tour Area. When dependents are residing at/in the member's PDS vicinity (home port for unusually arduous sea duty) at the time the PDS is declared to be an area in which dependents may not reside, station allowances are authorized under par. 9205-C if the dependents move to a designated place, or under par. 9215 if their initial move from the PDS was under evacuation conditions.

E. Entry Permission Withdrawn while Dependents Are en Route. If dependents are en route to a member's OCONUS PDS, or to a designated place to which transportation at Gov't expense has been authorized, and the new PDS (home port for unusually arduous sea duty) is declared an unaccompanied tour area or a further PCS order or order amendment is issued assigning the member to another unaccompanied tour area/unusually arduous sea duty assignment, station allowances are authorized based on the place to which dependents are diverted, starting on the dependents' arrival date there and stopping on their departure date. A statement from the member's commanding officer, or an officer designated by the commanding officer for that purpose, should support that the dependents were notified that permission to complete their travel had been withdrawn and that the dependents were directed to proceed to a specified place to await further instructions.

F. Subsequent Reassignment to an Accompanied Tour Area. Upon subsequent PCS to an accompanied tour area PDS to which transportation of dependents is authorized (par. 5116-D), COLA and TLA under par. 9205 terminates as provided in par. 9105-B.

G. Payment of Allowances to Member at Unaccompanied Tour/Unusually Arduous Sea Duty Station. During the period a member is authorized station allowances for dependents under par. 9205, the member is also authorized COLA, and TLA, if any, prescribed for a member without dependents at the new PDS.

H. Dependents Relocate from a Designated Place at Personal Expense. If dependents relocate from a designated place (App A) at personal expense, stop station allowances based on the old location the day before the dependents departed. Station allowances are not authorized at another OCONUS location to which the dependents relocate at personal expense since this location is not a designated place.

9210 STATION ALLOWANCES WHEN MEMBER MARRIED TO MEMBER COUPLE

A. When Separate Households are Maintained. When a member married to member couple maintain separate households at/in the vicinity of their OCONUS PDS or PDSs, each is individually authorized station allowances as a member with or without dependents, as applicable, based on whether the member concerned has a dependent at or in the vicinity of the OCONUS PDS.

B. COLA when a Joint Household Is Maintained. When both spouses are members and a joint household is

maintained at/in the vicinity of their OCONUS PDS(s), only one member is authorized to receive COLA at a rate based on the number of dependent(s) present, if any. The other member is authorized to receive COLA at the 0-dependent rate. For COLA for member married to member E-5 and below serving on sea duty, par. 9115-B9. In no case is a spouse, who also is a member on active duty, a dependent for allowance purposes.

9215 COLA INCIDENT TO EVACUATION OF THE MEMBER'S PDS

NOTE: TLA is not payable incident to an evacuation.

A. A Member with Command Sponsored Dependents

1. Cost of Living Allowance. COLA at the with dependents rate is terminated (Par. 9105-B) effective on the dependents' departure date incident to the evacuation. Thereafter, until return of the dependents to the member's PDS, the member is without dependents for COLA.

2. COLA at Designated Place. A member is authorized COLA at the with dependents rate for the designated place location beginning the day after per diem terminates (Par. 9105-B) when dependents are evacuated from OCONUS or CONUS and they reside at an authorized/approved OCONUS designated place.

B. A Member with Non Command Sponsored Dependents. Station allowances are not payable for non-command sponsored dependents.

9220 STATION ALLOWANCES WHEN DEPENDENTS TRAVEL BEFORE (IN ADVANCE OF) OR AFTER (DELAYED) THE MEMBER TRAVELS OR FOR OTHER CIRCUMSTANCES

A. Advance Travel. When dependents are command sponsored and authorized to travel before the member and arrive at the new OCONUS PDS before the member, Secretarial (by either the Secretary Concerned or the Secretarial Process at Service discretion) authorization/approval of housing allowance changes based on the advance arrival at the OCONUS PDS can be made under par. 10412. If advance travel of dependents has been authorized/approved by the selected process, COLA payment is also authorized/approved, without separate action based on the number of dependents at the new PDS. TLA for dependents may be authorized/approved under the same conditions for initial assignment under par. 9160.

B. Delayed Travel. When dependents are authorized (or required) to travel after the member and arrive at the new OCONUS PDS after the member, Secretarial (by either the Secretary Concerned or the Secretarial Process at Service discretion) authorization/approval of housing allowance continuation based on delayed dependents' travel from an (the old) OCONUS PDS under par. 10412 also authorizes continuation of COLA for the same time period without separate action. TLA for dependents may be authorized/approved IAW par. 9170. Par. 9220 applies whether the member's new PDS is in CONUS or OCONUS.

C. Deferred Travel. When dependent travel to the new OCONUS PDS is deferred pending housing availability, COLA at the old OCONUS PDS or designated place continues until the dependents depart or for 60 days after dependent travel to the new PDS is authorized. The Secretarial Process may extend the 60 day period (see par. 10406). TLA for dependents may be authorized/approved IAW par. 9170.

D. Other Circumstances. When there is a Secretarial (by either the Secretary Concerned or the Secretarial Process at Service discretion) authorization/approval of housing allowance continuation under par. 10402 (e.g., PME, training or member's pending retirement), COLA continuation is authorized for the same time period without separate action. TLA for dependents may be authorized/approved IAW par. 9170. Par. 9220 applies whether the member's new PDS is in CONUS or OCONUS.

E. Assigned to Gov't Qtrs. When dependents are assigned to Gov't Qtrs ICW advance arrival at a member's OCONUS PDS, during delayed departure from a member's OCONUS PDS, or other circumstances in par. 9220-D, a Secretarial decision (by either the Secretary Concerned or the Secretarial Process at Service discretion) to pay/continue station allowances payment is made at the same approval level as designated for housing allowance approvals. When dependents are residing in Gov't Qtrs, no specific housing allowance authorization/approval is

required since a housing allowance in such case is not authorized.

NOTE 1: Prior to a change to 37 USC §475 authorized by the FY06 NDAA, station allowances for a member's dependents located at an OCONUS location could be authorized only for a member assigned at an OCONUS PDS. The FY06 NDAA changed 37 USC §475 by adding a new section (e) titled "Payment of allowances based on overseas location of dependents." The new section permits Secretarial authorization/approval for station allowances payment based on dependents' OCONUS location, even if the member is assigned inside CONUS.

NOTE 2: A member may be authorized dual COLA at the with dependent rate based on the dependent's location and the without dependent rate at the member's PDS if dependents are command sponsored and authorized/ approved for advance or delayed travel or other circumstances in par. 9220-D thru the Secretarial (by either the Secretary Concerned or the Secretarial Process at Service discretion) process pars. 9105-A, 9130-A, 9205-G, 10402-B, 10412-B and 10412-C).

9225 STATION ALLOWANCES FOR FOREIGN BORN DEPENDENTS EARLY RETURNED

A member, whose foreign born dependents are authorized early return travel to the native country under par. 5096, is authorized station allowances at the with dependents rate based on the dependents' OCONUS location. Station allowances payment on behalf of the dependents' location begins on the day dependents arrive at that location. DoDI 1315.18, Procedures for Military Personnel Assignments, Encl 5, par. 8.

9230 PCS AS OBSERVER TO A UN PEACEKEEPING ORGANIZATION

A. Authorized Allowances. A member assigned PCS as an observer to a UN peacekeeping organization, who receives a UN mission subsistence allowance (mission per diem), is also authorized station allowances under this Chapter.

B. Maximum Allowances. The station allowances amount, when added to the UN mission subsistence allowance, cannot exceed the station allowance of a member permanently assigned to other than a UN Peacekeeping Organization in the same area.

C. UN Mission Per Diem Reduction Not Authorized. This par. does not authorize a reduction in the UN mission subsistence allowance.

D. Other Paragraphs. Also see par. 10034 for housing allowances. For a member assigned TDY as an observer to any UN Peacekeeping Organizations, see par. 0316.

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CHAPTER 10: HOUSING ALLOWANCES

MEMBERS ONLY

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CHAPTER 10: HOUSING ALLOWANCES

PART A: GENERAL INFORMATION

MEMBERS ONLY

10000 DEFINITION OF TERMS AS USED IN THIS CHAPTER

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

1. Members authorized an OHA/FSH-O; and/or

2. Federal civilian employees, including dependents, authorized a living Qtrs allowance (LQA) or COLA (in non-foreign OCONUS locations); and/or

3. Other persons, excluding the member's dependents, who contribute money toward the payment of rent, mortgage and/or utilities.

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

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

1. Army. Through appropriate personnel and command channels to : HQDA, DCS, G-1, ATTN: DAPE-PRC, Army Military Advisory Panel Member, Room 2B453, 300 Army Pentagon, Washington, DC 20310-0300.
2. Navy. Through appropriate command channels to: Chief of Naval Personnel (N-130C), 701 S. Courthouse Road, Building 12, Room 3R180, Arlington, VA 22204-2472;

3. Marine Corps. Through appropriate command channels to: Headquarters U.S. Marine Corps, Manpower and Reserve Affairs (MPO), 3280 Russell Road, Quantico, VA 22134-5143;

4. Air Force. Through appropriate command channels to: HQ USAF/A1PA, 1500 W. Perimeter Rd, Suite 4790, Joint Base Andrews NAF Washington, MD 20762-6604;

5. Coast Guard. Directly to: Commandant (CG-1332), U.S. Coast Guard, 2703 Martin Luther King Jr. Ave. SE STOP 7907, Washington, DC 20593-7907;

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

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

D. Gov't Qtrs. Gov't Qtrs include:

1. U.S. Gov't owned or leased sleeping accommodations or family type housing;

2. Lodging or other Qtrs obtained by U.S. Gov't contract;

3. Dormitories or similar facilities operated by cost plus a fixed fee contract;

4. Sleeping or housing facilities furnished by a foreign government on the Gov't's behalf; and

5. Qtrs in a state owned National Guard camp.

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

E. Privatized Housing

1. Gov't Qtrs that have been converted to privatized housing are, by definition (App A), no longer Gov't Qtrs.

2. The Service Secretary determines which privatized housing is suitable for use as military family housing.

3. Each member occupying privatized housing is authorized a housing allowance in the same manner as a member not assigned to Gov't Qtrs.

4. Par. 10010-C explains Navy Barracks Privatization Test.

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

G. Housing Allowance. Housing allowance includes:

1. Basic Allowance for Housing (BAH) (pars. 10004 and 10006);

2. Overseas Housing Allowance (OHA) (pars. 10020-10032);

3. Family Separation Housing (FSH) (par. 10016);

4. Basic Allowance for Housing Differential (BAH-Diff) (par. 10008);

5. Partial Basic Allowance for Housing (Partial BAH) (par. 10010);

6. Transit Rate (BAH-T) (par. 10012); and

7. RC Rate (BAH-RC) (par. 10014).

H. Primary Residence. See definition of Primary Residence of Reserve Component (RC) Member in App A.

10002 HOUSING ALLOWANCE

A. General. Effective 1 January 1998, in general, a member on active duty entitled to basic pay is authorized a housing allowance based on the member's grade, dependency status, and location. Rates are prescribed depending on the member's grade and whether or not the member has a dependent. The location determines the rate, and whether the allowance is BAH or OHA. The BAH rate is based on median housing costs and is paid independently of a member's actual housing costs. It is paid for housing in the U.S. OHA is a cost reimbursement based

allowance. The authority depends on other elements that factor in such as sharers, utilities, and owner vs. renter. OHA is paid for housing outside the U.S. The member is reimbursed actual rental costs NTE the maximum OHA rate for each locality and grade. The maximum OHA rates are established based on members' actual rental costs in those locations. FSH-B follows the BAH logic and FSH-O follows the OHA logic. Except for a partial housing allowance (par. 10010) or BAH-Diff (par. 10008), a housing allowance is not paid to a member assigned to adequate Gov't Qtrs (Ch 10, Part D).

B. Rates. The Housing Allowance rates are divided into seven categories: BAH, OHA, FSH, BAH-Partial, BAH-Diff, BAH-Transit, and BAH-RC.

1. BAH Rates

a. The PDTATAC determines adequate housing costs in a MHA for all members authorized BAH. The determination for housing allowances is based upon the costs of adequate rental housing for civilians with comparable income levels in the same area.

b. An adjustment in the BAH rates as a result of PDTATAC housing costs redetermination in an MHA takes effect with the pay raise each year.

c. A MHA is defined geographically by Zip Code(s) within the U.S. Major military population areas are further identified by a combination of a 2-digit code for the state and a 3-digit numerical designation within the state. For small military population areas, Zip Codes are aggregated into areas of similar housing cost and designated as County Cost Groups.

2. OHA Rates

a. The PDTATAC determines adequate housing costs in a locality for all members authorized OHA by location.

b. OHA rate ceilings are calculated based on data provided by OCONUS commanders and actual rent data derived from pay systems.

c. The PDS geographic location governs the OHA rate payable unless otherwise specified. Geographic locations are determined as outlined in App K, par. A.

3. FSH Rates

a. The FSH-B rate is the same as the without dependent BAH rate for the same location.

b. FSH-O is computed under the same rules and conditions as without dependent OHA for the same location.

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

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

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

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

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

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

E. Housing Allowance Start and Stop Dates. Tables 10A-1, 10A-2, and 10A-3.

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

2. Stop. Unless an extension is authorized/approved under par. 10402-B, or the PCS is a close proximity move as described in pars. 10400-B or 10402-B, OHA FSH-B or FSH-O authority stops:

a. On the day the member's OHA, FSH-O or FSH-B lease terminates, or

b. On the day before the member departs in compliance with a PCS order, or

c. On the day before the home port change effective date (from OCONUS) of the ship or unit to which a member is assigned (par. 10002-E3 below for exception), or

d. Upon assignment to Gov't Qtrs.

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

Table 10a-1: Date to Start BAH or OHA (Member With Dependents)		
Rule	If a member:	then BAH or OHA at the with-dependent rate begins on the date: [1]
1	enlists, or is called to EAD	of enlistment or entry on active duty, if the member is not assigned Gov't Qtrs for the member and dependents on that date.
2	is appointed to commissioned/warrant officer status	active duty pay begins, if the member is not assigned Gov't Qtrs for the member and dependents on that date.
3	occupies Gov't Qtrs with dependents and Qtrs assignment is terminated or member and dependents physically depart PDS pursuant to a PCS order	of Qtrs assignment termination or PCS departure date, unless dependents continue to occupy the Qtrs. If definite Qtrs assignment was not required, then BAH or OHA begins the date Qtrs are vacated.
4	occupies Gov't Qtrs with dependents and the Qtrs are declared inadequate	on which designation of inadequacy of Qtrs is effective, if the member and dependents continue to occupy such Qtrs.
5	acquires a dependent (marriage, birth, adoption, etc.) [2]	the dependent is acquired, if the member is not assigned Gov't Qtrs for member and dependent(s) on that date. [3]

Table 10a-1: Date to Start BAH or OHA (Member With Dependents)		
Rule	If a member:	then BAH or OHA at the with-dependent rate begins on the date: [1]
		Table 10E-3.
6	acquires a dependent while in an unauthorized absence status	the member is returned to a pay status after apprehension or surrender, if member is not assigned Gov't Qtrs for the member and dependents on that date. [4]
7	claims dependent parent	determined/approved by authority shown in Table 10B-1 or 10B-2.
8	claims doubtful dependent	

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

Table 10a-2: Date to Stop Housing Allowances - Changes in Dependency Status		
Rule	If the sole dependent:	then stop with-dependent housing allowance at midnight of the day:
1	dies	of death.
2	is divorced [1]	of the final decree of divorce. [1]
3	is a spouse in a voidable (not void) marriage which is dissolved by final annulment decree	before date of the decree. No BAH or OHA payment may be made on or after date of the decree, regardless of credits accrued and not paid. BAH or OHA paid before the date of decree may be retained. [2]
4	is a spouse in an invalid (void) marriage	before discovery marriage invalidity. No housing allowance payment may be made on or after date of discovery, regardless of credits accrued and not paid. Retention of BAH or OHA paid before that time depends on validation under DoD FMR, Vol. 7A, section 5005.
5	becomes of age (except a child who is incapable of self-support because of mental or physical incapacity)	before the child's 21st birthday (or 23rd birthday if a full time student). [4]
6	marries (regardless of age, or mental or physical incapacity)	of the child's marriage. This applies even though the child's marriage is to a Service member who is also authorized BAH or OHA on child's behalf for that date.
7	is adopted by a third party by interlocutory order or decree which has effected a changed legal relationship	before date of adoption. [3]
8	is adopted by a third party and a final order or decree has been entered	before date of adoption.
9	enters military service	before day of entry into service.
10	is one who must be "in fact" dependent on member, and such dependency ceases	before date dependency ceases.

[1] Applies also when an affinitive relationship between a member and stepchild ceases because of divorce from the child's parent.

[2] Applies also when affinitive relationship between a member and stepchild ceases because of annulment of marriage.

[3] A case involving an Army or Air Force member must be sent to DFAS-IN or DFAS-DE respectively, for determination as to whether or not an order of decree effected a changed legal relationship. A case involving Navy must be sent to DFAS-CL and a Marine Corps case is sent to Commandant of the Marine Corps, respectively. A case involving a USPHS member must be sent to: Director, Division of Commissioned Corps Personnel and Readiness: Attn: DEERS Determination.

[4] See par. 10108 regarding dependents over age 21.

Table 10A-3 Date to Stop BAH or OHA - Other than Dependency Status Changes		
Rule	A	B
	If a member:	then stop BAH or OHA at 2400 hours of the day:
1	is furnished Gov't Qtrs at the PDS, adequate for the member and dependents	before the day Qtrs are assigned, or before the day occupancy begins, if definite assignment was not made.[1]
2	is furnished Qtrs (cash or in kind) on behalf of the U.S., adequate for the member and dependents	before the day Qtrs are furnished.
3	and dependents occupy inadequate Gov't Qtrs which are rehabilitated and designated as adequate Gov't Qtrs	before the effective date of re-designation as adequate Gov't Qtrs.
4	is absent without leave	Table 10E-2.
5	is discharged or released from active duty	of discharge or release.
6	is retired	before the retirement effective date.
7	Dies	of death.

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

10004 BAH RATE PROTECTION

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

10006 BAH ADVANCES

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

B. Amount. The advance amount is determined based on the member's current prescribed BAH rate. The member's ability to repay the advance, considering other advances of pay which may have been made and any

recurring pay deductions, must be considered in determining the advance amount. The BAH advance must not exceed a total of 3 months BAH expected to be accrued by the member.

C. Liquidation. Advance liquidation should be at a rate of not less than equal monthly installments of one-twelfth of the amount advanced, per month for the next 12 months. Collection action should begin on the first day of the month after the advance payment has been made. When justified by the member and authorized by the member's commanding officer, the commanding officer's designated representative, or another service-designated official, the collection action beginning may be postponed for up to 3 months after the advance is made. Repayment may be spread over a period of more than 1 year, but NTE 24 months or the member's scheduled tour at the station concerned, whichever is shorter. Action must be taken immediately to recoup in a lump sum any advance made under par. 10006, that has been returned to the member by the landlord, upon receipt of information that the member has vacated the housing for which the advance was made. Any balance of an advance not returned by the landlord may be liquidated in monthly installments, if desired by the member, for a period over the balance of the months remaining on the existing loan repayment schedule.

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

E. Special Circumstances. The Secretary Concerned or the Secretary's designee may authorize an advance BAH payment in circumstances and conditions other than those under par. 10006-A. Service regulations must prescribe liquidation procedures for advances made under par. 10006-E.

10008 BAH DIFFERENTIAL (BAH-DIFF)

A. General. BAH-DIFF is the difference between the with- and without-dependents BAQ rates as of 31 December 1997 increased by the average pay raise percentage each year.

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

1. If a member is assigned to single type Gov't Qtrs or a single type housing facility under a Uniformed Service's jurisdiction and is authorized BAH solely by reason of the member's adequate child support payment, the member is authorized only BAH-DIFF. A member is not authorized BAH-DIFF if the child support payment is less than the member's applicable pay grade BAH-DIFF amount.

2. A member not assigned to Gov't Qtrs, who is authorized BAH or OHA on behalf of a dependent solely on the basis of child support payment, is authorized a with dependent housing allowance (either BAH or OHA).

3. A member is not authorized BAH or OHA solely on the basis of the member's child support payment when the child(ren) is/are in another active duty member's custody (including a former spouse), who is assigned to Gov't owned/leased family type Qtrs (does not include privatized housing) or is in receipt of a with dependent housing allowance or on behalf of the child(ren) (pars. 10120, 10122, 10124, 10126 and 10206).

10010 PARTIAL HOUSING ALLOWANCE (BAH-Partial)

A. Partial Rates. A member without dependents who is assigned to single type Qtrs or is on field or sea duty, and is not authorized to receive a BAH or OHA, is authorized BAH-Partial.

B. Conditions

1. A member without dependents assigned to single type adequate Gov't Qtrs at the permanent station and authorized BAH-Partial who is subsequently sick in a hospital (no PCS involved), continues to be authorized BAH-Partial while hospitalized.

2. Except as provided in pars. 10400-D and 10400-E, a member without dependents in grade E-6 or below who is offered an assignment of adequate Gov't Qtrs, or is assigned Gov't Qtrs but elects not to occupy such Qtrs

and resides in private Qtrs at own expense, is considered to be assigned to Gov't Qtrs and not authorized BAH or OHA. Therefore, such member is authorized BAH-Partial.

3. BAH-Partial is not authorized during proceed time, leave en route, or travel time on PCS unless the member is assigned to single type Gov't Qtrs and not authorized BAH or OHA.

4. A member, married to another member, who has no dependents other than the spouse is authorized BAH-Partial when assigned to single type Gov't Qtrs and is not authorized BAH or OHA at the full rate. However, such a member assigned to family type Gov't Qtrs is not authorized BAH-Partial.

5. A member occupying single type Gov't Qtrs whose dependents reside in family-type Gov't Qtrs, is not authorized BAH or OHA at the full rate and therefore, is authorized BAH-Partial, provided the family Qtrs are not assigned under the member's eligibility.

6. A single member without dependents is not authorized BAH-Partial when assigned to family type Gov't Qtrs.

7. A member without dependents confined in a guardhouse, brig, or correctional barracks who was assigned to single-type, Gov't Qtrs before confinement and remains assigned to such Qtrs during confinement is authorized BAH-Partial unless forfeiture of allowances was directed.

8. A member without dependents who is restrained in a status of arrest in assigned single type Gov't Qtrs, and therefore not authorized BAH or OHA, is authorized BAH-Partial unless forfeiture of allowances was directed.

9. A member without dependents permanently assigned to a hospital for treatment and assigned Qtrs in the hospital is authorized BAH-Partial.

10. A member married to another member, if neither member has other dependents, who is assigned to sea duty and occupies Gov't family Qtrs assigned to the spouse when the ship is in port, is a member without dependents assigned to Qtrs on the ship and is not authorized BAH or OHA but is authorized BAH-Partial.

11. A member without dependents who is ordered PCS to confinement in a guardhouse, brig, correctional barracks, or to additional training in a retraining or rehabilitation facility, is assigned to certain Qtrs therein and is not authorized BAH or OHA. Such member is Authorized BAH-Partial unless forfeiture of allowances was directed.

12. A member without dependents assigned to single type Gov't Qtrs between PDSs and not authorized BAH or OHA is authorized BAH-Partial.

13. A member without dependents is not authorized BAH-Partial when assigned to Gov't single type Qtrs (including Gov't leased Qtrs) that exceed the minimum standards of single Qtrs for the member's grade. This limitation does not apply to members on medical hold or holdover personnel receiving outpatient medical treatment who have been designated as requiring a live-in non-medical attendant. The Service determines the housing standards for these personnel based on medical condition, treatment, non-medical attendant, and other relevant factors.

14. A member paying child support and receiving BAH-DIFF is not a member without dependents and therefore is not authorized BAH-Partial.

C. Navy Barracks Privatization Test. Under the authority in 10 USC §2881a, the Navy is conducting a limited test of barracks privatization. The privatized barracks are defined as Gov't Qtrs for the purposes of the test. For a member occupying the privatized barracks, a special BAH-Partial rate equal to a percentage of the PDS locality BAH without dependents rate for the member's grade is established. The following locations and rates apply.

1. San Diego

a. For existing dormitory-style unaccompanied housing, starting 1 October 2006 a special BAH-Partial rate equal to 34% for double occupancy of the Qtrs and 68% for single occupancy.

b. For Pacific Beacon market-style housing, starting 1 October 2013 a special BAH-Partial rate equal to 41% for double occupancy of the Qtrs and 82% for single occupancy.

2. Hampton Roads, VA. Hampton Roads, VA, area includes Hampton/Newport News and Norfolk/Portsmouth MHAs starting in 1 April 2007 a special BAH-Partial rate equal to 66% for occupancy of existing unaccompanied housing and 74% for occupancy of new construction privatized housing (two bedroom, two bath market style).

10012 TRANSIT HOUSING ALLOWANCE (BAH-T)

A Transit housing allowance rate is a temporary housing allowance paid while a member is in a travel or leave status between PDSs, provided the member is not assigned Gov't Qtrs. The Transit rate continues during proceed time and authorized delays en route, including TDY en route (par. 10416).

10014 RC RATE (BAH-RC)

BAH-RC rates are established by the SECDEF and are determined and set forth in par. 10002-B1. The BAH-RC Rate is the housing allowance authorized for an RC member called or ordered to active duty for 30 or fewer days except for an RC member called to active duty for a contingency. An RC member called to active duty for a contingency is authorized the BAH/OHA rate even for tours of 30 or fewer days (par. 10428).

10016 FAMILY SEPARATION HOUSING (FSH)

The Family Separation Housing (FSH) allowance is payable to a member with dependents for added housing expenses resulting from separation from the dependents when a member is assigned to an OCONUS PDS (par. 10414), or incident to an assignment in the CONUS when dependent travel is delayed or restricted (pars. 5136 and 10406).

Effective 1 January 2017
10018 TEMPORARY BAH INCREASE

A. General. The SECDEF may prescribe a temporary increase in BAH rates in an area declared as a major disaster area by the President, or at an installation experiencing a sudden increase in the number of members assigned. Payment of the higher BAH is only effective for a MHA or specified zip codes within a County Cost Group. This authority expires 31 December 2017.

B. Eligibility. A temporary increase in BAH rates results in members assigned to the same Zip Code being eligible for two different BAH rates, depending on the member's certification of higher costs. To receive the higher BAH rate, a member must certify to the Secretary Concerned that the member has incurred higher housing costs in an MHA by reason of a major disaster, or sudden increase of military personnel assigned to an installation. The law requires that the member certify that higher costs have been incurred.

C. Member Certification. Once an MHA area is approved for an increased BAH rate, a member eligible for an increased allowance must document housing cost. The certification must be in a form acceptable to the approval authority. The member's certification must show rent, or mortgage expense in the case of homeowners, utility expenses.

D. Approval. The approval authority is at a level specified through the Secretarial Process. If the total housing expense (rent or mortgage and utility expenses) from the member's certification is:

1. Less than the existing BAH rate, no increase is authorized. In this situation, the existing allowance fully covers the documented expenses, even though the member may be paying more after the disaster/influx of military personnel than before.

2. Higher than the existing BAH rate, then the member is authorized the increased rate effective the latter of the approval date of the MHA for an increased rate or the date the member started incurring the increased expenses.

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

1. Is Promoted. The member must certify that housing costs exceed the regular BAH rate for the higher grade, otherwise change to the regular BAH rate for the higher grade.

2. Is Demoted. The member must certify that housing costs exceed the regular BAH rate for the lower grade, otherwise change to the regular BAH rate for the lower grade.

3. Has a Dependency Change. The member must recertify housing costs for purposes of comparing applicable rates.

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

Authorized Location	Effective Date	Termination Date
Klamath Falls, OR (OR373)	07-19-16	12-31-16

10020 OHA - GENERAL

NOTES:

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

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

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

4. Disciplinary action may apply when housing allowances are used for other than the purpose intended.

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

1. An up-front, lump sum MIHA for those who qualify (par. 10026 and App N for rules and information), and

2. A monthly OHA including a utility/recurring maintenance allowance.

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

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

C. Allowances Payable. The amount of OHA payable is determined as shown in App K, unless a special determination jointly issued by the Secretary Concerned and the PDTATAC Chair authorizes a different rate due to special circumstances. OHA rates are based on a member's PDS except as indicated in Part E or par. 10400-B or 10402-B.

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

E. OHA Unique Expenses. In some OCONUS locations members incur housing expenses for items that are not incurred in CONUS. Under the procedures in App K, par. L, reimbursement may be authorized for specific locations and specific types of expenses.

10022 OHA DETERMINING MONTHLY RENT

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

1. A recurring condominium or homeowner association fee, paid by the member, is prorated to a monthly charge and incorporated into the member's rent.

2. See par. 10022-C for a member owned dwelling place.

3. A sharer's monthly rent is determined by dividing the total monthly rent by the number of sharers occupying the dwelling.

4. In an arrangement by which a member pays rent in advance and the landlord agrees to reimburse the member all or substantially all of the rental money at the end of the lease agreement, the amount of rent used in computing a member's OHA is zero.

5. Re-compute OHA if/when the rent changes.

6. If a member and/or dependent live(s) with relatives or friends (i.e., jointly occupies) in a dwelling owned by the relatives or friends, the rent amount is zero, even if there is a lease or written document. This restriction does not apply, when the member/dependent leases lodging from a relative or friend with a bona fide, standard written lease, in those instances when the relative or friend concerned does not jointly occupy the leased house or apartment and the friend or relative is in the business of renting on a regular basis the lodgings involved. There is no authority to pay MIHA or the utility/maintenance allowance when living with relatives or friends.

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

1. Sharer's prorated share of the rent paid or the maximum rental established for the sharer's grade and locality, whichever is less, plus

2. Prorated monthly Utility/Recurring Maintenance Allowance.

A member authorized MIHA "Miscellaneous" (see par. 10026 and App N for specific rules) receives a full rather than prorated allowance. Only one sharer may claim reimbursement for any individual rent, security, or infectious disease related expense.

NOTE: A renter living in a completely separate unit of an owner owned multiplex dwelling as described in par. 10022-C4 is not a "sharer", and OHA is determined as if the renter occupied an unattached unit.

C. Private Sector Housing Owned

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

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

a. Definitions:

(1) Renovating: Restoring to a previous condition, as by remodeling.

(2) Repairing: Restoring to sound condition after damage or injury. Fixing, setting right, renewing or refreshing.

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

c. To determine the monthly OHA rental equivalency when adding a loan described in par. 10022-C2a, add the loan amount to the original verifiable purchase price, divide the new total by 120 (24 for the Azores), and the new 'rental equivalency' starts from the loan start date.

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

(1) Army. Through appropriate personnel and command channels to : HQDA, DCS, G-1, ATTN: DAPE-PRC, Army Military Advisory Panel Member, Room 2B453, 300 Army Pentagon, Washington, DC 20310-0300;

(2) Navy. Through appropriate command channels to: Chief of Naval Personnel (N-130C), 701 S. Courthouse Road, Building 12, Room 3R180, Arlington, VA 22204-2472;

(3) Marine Corps. Through appropriate command channels to: Headquarters U.S. Marine Corps, Manpower and Reserve Affairs (MPO), 3280 Russell Road, Quantico, VA 22134-5143;

(4) Air Force. Through appropriate command channels to: HQ USAF/A1PA,1500 W. Perimeter Road, Suite 4790, Joint Base Andrews NAF Washington, MD 20762-6604;

(5) Coast Guard. Directly to: Commandant (CG-1332), U.S. Coast Guard, 2703 Martin Luther King Jr. Ave. SE STOP 7907, Washington, DC 20593-7907;

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

(7) U.S. Public Health Service. Directly to: Director, Division of Commissioned Corps Personnel and

Readiness, (Attn: PDTATAC MAP Member), 1101 Wootton Parkway, Plaza Level, Suite 100, Rockville, MD 20852-1061.

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

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

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

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

D. Maximum Rental Allowance. Use the Overseas Housing Allowance Query to obtain the maximum amount of monthly rent considered in computing the amount of OHA payable.

10024 OHA UTILITY/RECURRING MAINTENANCE ALLOWANCE

A. Monthly Allowance

1. The utility/recurring maintenance allowance for each OHA locality is found in the OHA locality tables and is based on member (with dependent) reported expenses of members who pay all or a majority of their utilities,

2. Covers the utility costs for 80 percent of the members assigned to an area,

3. Is paid to sharers (par. 10000-A) on a prorated amount of the net allowance,

4. Is paid to a member 'without dependent' (who is not a sharer) at 75 percent of the 'with-dependent' rate, and

5. Is eliminated or paid on a percentage basis if all, or part, of the utilities are included in rent.

B. Rent Includes All, No, or Some Utilities

1. When rent does not include utilities or the member is a homeowner, the member is authorized the utility/ recurring maintenance allowance in par. 10024-A above.

2. When rent includes all utilities, a member is not authorized the utility/recurring maintenance allowance. However, the appropriate utility/recurring maintenance allowance in par. 10024-A above is added to the member's rental allowance when computing the OHA.

3. When rent includes some utilities, the locality climate code and the utility point score determine the utility/ recurring maintenance allowance amount percentage the member is authorized. However, the amount to which the member is not authorized is added to the appropriate rental allowance ceiling when computing OHA.

a. Climate Codes. Locality climate codes are indicated on each OHA locality table. The three climate codes include:

(1) Code 1 (Cold) - long-term mean temperature of 45 degrees F or colder,

(2) Code 2 (Moderate) - neither Code 1 nor Code 3, and

(3) Code 3 (Hot) – long term average of 69 degrees F or warmer, except when long term average for one or more months of the year drops to 45 degrees F or colder. In such instances, a climate code of 2 is assigned.

b. Climate Code Utility Points. Use the table below to determine the correct climate code and then credit the member with appropriate points for each utility/service that is not included in the rent. The final number is the member's total utility point score.

Climate Code Utility Points for App K OHA Locality Tables			
	3	2	1
	Hot	Moderate	Cold
Electricity	3	3	3
Heating	1	2	3
Air Conditioning	3	2	1
Water	1	1	1
Trash Disposal	1	1	1

c. Utility Point Percentage. After determining the total utility point score use the table below to determine the correct percentage of the utility/recurring maintenance allowance to be paid.

Utility/Recurring Maintenance Allowance Payment Percentage	
0	0
1-2	25
3-4	65
5-9	100

10026 MOVE IN HOUSING ALLOWANCE (MIHA)

A. General. MIHA exists to defray the move in costs associated with occupying private sector leased/owned housing covered under the OHA program. MIHA is not payable to a member occupying Gov't or Gov't leased housing. MIHA does not cover move-out costs. In most cases, a member authorized OHA is authorized MIHA. DD Form 2556 (MIHA Claim (May 1999)) must accompany MIHA/Rent, MIHA/Security and/or MIHA/Infectious Disease related expenses. Instructions for completing this form are found in App N. Various surveys are sent to members in private sector leased housing to document utility and move in expenses. They are discussed in App N.

B. Rules and Information

1. To be authorized a MIHA, a member must be eligible for OHA.

2. An eligible member is authorized MIHA for one dwelling during a tour at a PDS unless a Gov't funded local move occurs and the member occupies another dwelling covered by OHA.

3. There is no MIHA when a:

a. Local move would otherwise initiate a second or subsequent MIHA payment request unless that move is Gov't funded;

b. Member complies with a PCS order but remains in the same dwelling place (includes an RC member called/ordered to active duty who is authorized OHA based on the primary residence at the time called/ ordered to active duty); or

c. Member moves from Gov't Qtrs to private sector housing under par. 5258-5 (Separation) or par. 5258-6

(Retirement).

4. The four MIHA payment types are:

a. MIHA/Miscellaneous. MIHA/Miscellaneous reflects average expenditures made and reported by members to make their dwellings habitable. See App K3 to determine reportable/non-reportable MIHA Miscellaneous expenses and the Overseas Housing Allowance Query to determine the amount payable. Only one payment is authorized at a PDS unless par. 10026-B2 applies.

b. MIHA/Rent. Homeowners are ineligible. MIHA/Rent totally covers reasonable rent related expenses. These are fixed, onetime, nonrefundable charges levied on behalf of the landlord, or a foreign Gov't that the member must pay before/upon occupying a dwelling. Expenses deferred until lease termination are not MIHA/Rent. Examples are real estate agents' fees, redecoration fees if paid up-front, and/or onetime lease tax. Advance rental payments, refundable deposits, and/or recurring costs are not covered. All unreasonable expenditures, as determined by the authorizing/approving official, must be disallowed (App N1, par. C).

c. MIHA/Security. MIHA/Security covers reasonable security related expenses for a member assigned to an area in which dwellings must be modified to minimize terrorist and/or criminal threat. See App N for qualifying areas and additional rules.

Effective 7 December 2016
d. MIHA/Infectious Disease. MIHA/Infectious Disease covers reasonable infectious disease prevention-related upgrades to the physical dwelling, i.e., window/door screens when the dwelling must be modified to minimize exposure to medical threats related to vector-borne diseases transmitted through mosquitos. See App N for additional rules.

5. Each member authorized OHA receives MIHA/Miscellaneous. To receive MIHA/Miscellaneous, the member must have the Service designated official complete Block 11 of DD Form 2367. Additionally, a member with qualifying rent, or security related expenses, must complete and submit DD Form 2556. Each member classified as a sharer and authorized MIHA is authorized the full MIHA/Miscellaneous allowance. However, for MIHA/Rent, MIHA/Security, and MIHA/Infectious Disease, only one sharer may claim the individual expense. See App N.

6. Acceptable claims for MIHA/Rent, MIHA/Security, and MIHA/Infectious Disease must include proper documentation and detailed receipts for all expenditures must be provided.

10028 OHA ADVANCE PAYMENT

See App K2 for detailed information on areas with rental advance protection under OHA.

A. Authority

1. Advance Rent – General. Rental payments should be made on a month to month basis whenever possible. This avoids the need for rental advances.

2. Advance Rent of Less than 4 Months, Security Deposits, and/or Initial Expenses. The Senior Officer in-country or the Senior Officer's designated representative, may authorize an advance OHA payment to pay advance rent (par. 10028-A3), security deposits, and/or MIHA related expenses incident to occupying private sector housing. Personal preference is not grounds for authorizing advance rent payment. Advance OHA is not authorized for lease arrangements in which the member lives rent free after making a onetime payment to the landlord with the anticipation that the rental amount is to be either completely or substantially refunded at lease termination. The advance may be made at any time during the member's tour. It also may be authorized when a member has located housing incident to a PCS order.

3. Advance Rent of 4 or More Months. Rental advances of 4 or more months (but not for period longer than a

year) may be made only for the locations authorized by PDTATAC App K4. Requests for a rental advance of 4 or more months are considered for approval if the requirement for the advance rent exists due to:

a. Law,

b. Local custom for everyone, including local nationals, or

c. Economic (i.e., market) conditions preclude availability of secure housing, as confirmed by the U.S. Embassy.

Requests to add authorized locations at which rental advances of 4 or more months may be paid must be submitted to PDTATAC. Requests must be forwarded through the Country Senior Officer/Command in App M and the Combatant Commander to the Per Diem, Travel and Transportation Allowance Committee by:

a. Mail: Per Diem, Travel and Transportation Allowance Committee
ATTN: SPP/Allowances Branch
4800 Mark Center Drive, Suite 04J25-01
Alexandria, VA 22350-9000, or

b. FAX: (571) 372-1301.

NOTE: Once a location is authorized by PDTATAC and listed in App K4 as a country currently designated as authorized for rental advances, the Senior Officer in country or designee may authorize individual requests.

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

1. Anticipated housing expenses, or

2. OHA accruable for the member's tour at that PDS,

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

C. Liquidation

1. Repayment within 12 Months. Liquidating monthly installments should be at a rate of one-twelfth of the amount advanced for the next 12 months. Collection action should begin on the first day of the month after payment of the advance.

2. Postpone Collection Start. When justified by the member and authorized by an official designated by the Service concerned, the collection start may be postponed for up to 3 months after the advance. Repayment may be spread over a period of more than 1 year, but NTE the member's tour at the PDS.

3. Advance Rent Repayment Postponement until the Member Vacates Housing. An official designated by the Service concerned may postpone repayment of advance rent until the member vacates the housing for which the advance rent was paid. Repayment period may be postponed if earlier repayment during the member's tour would create an excessive economic burden.

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

5. Recouping Lump Sum Returned by Landlord. Action to recoup in a lump sum any advance made under par, 10028 that has been returned to the member by the landlord must be taken immediately upon receipt of information that the member has vacated the housing for which the advance was made. Any balance of an advance not returned by the landlord may be liquidated in monthly installments, if desired by the member, for a period over the balance of the months remaining on the member's existing loan repayment schedule.

6. Currency Fluctuation Effects. The Service concerned absorbs any loss due to currency fluctuations when liquidating advance security deposits. The member must pay to the Service any gains due to currency fluctuations. These currency protection procedures for security deposits apply without regard to the provisions for protection of rent advances in par. 10028-D.

7. Pay System Reporting of Monthly Rent. In countries in which rate protection for advance rent has not been implemented, per par. 10028-D, the monthly rent entered in the respective pay system should be entered in dollars when a member has taken an advance for rent.

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

1. The rental allowance in effect at the time of the advance, or

2. Any higher rental allowance implemented during the repayment period of the advance.

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

10030 OHA COMPUTATION DATA

OCONUS commanders, or their designated representatives, must periodically furnish data required for authorizing, changing and terminating OHA for each OCONUS locality within their jurisdictions as required by App M, or PDTATAC.

10032 A MEMBER OCCUPYING A GOV'T TRAILER OR RENTAL GUARANTEE HOUSING AND OHA

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

10034 PCS AS OBSERVER TO A UN PEACEKEEPING ORGANIZATION

A. Authorized Allowances. A member assigned PCS as an observer to a UN peacekeeping organization, who receives a UN mission subsistence allowance (mission per diem), is also authorized a housing allowance under this Chapter.

B. Maximum Allowances. The housing allowance amount, when added to the UN mission subsistence allowance, cannot exceed the housing allowance of a member permanently assigned to other than a UN Peacekeeping Organization in the same area.

C. UN Mission Per Diem Reduction Not Authorized. This par. does not authorize a reduction in the UN mission subsistence allowance.

D. Other Paragraphs. Also see par. 9230 for station allowances. For a member assigned TDY as an observer to any UN Peacekeeping Organizations, see par. 0316.

10036 OHA AND LIVING QUARTERS ALLOWANCE (LQA) PAID CONCURRENTLY

A. General. A member is entitled to OHA at the with dependents rate even if the member's dependent spouse receives a living quarters allowance (LQA). See DSSR, Chapter 100, Section 130 and the DoD Civilian Personnel Manual - DoD 1400.25-M, Subchapter 1250. Questions pertaining to LQA should be directed to the employee's CPO/CPAC.

B. JTR Limitations. The JTR has no authority to determine/control eligibility and/or entitlement of LQA for an employee.

CHAPTER 10: HOUSING ALLOWANCES

PART B: DEPENDENCY

MEMBERS ONLY

10100 DETERMINATIONS AND FRAUDULENT CLAIMS

A. Determinations. In determining relationship or dependency for housing allowance eligibility, the appropriate officials must apply the rules in Table 10B-1 or 10B-2. All determinations of dependency and relationships are made by:

1. Service Secretary or designee for primary dependents (the designee may re-delegate) or

   a. Army and Air Force determinations are made by the offices in Table 10B-1.

   b. Navy and Marine Corps determinations are made by the offices in Table 10B-2.

2. Defense Finance and Accounting Service (DFAS) for secondary dependents and doubtful primary dependents for Army, Navy and Air Force, or

   a. CMC-MRP-1 for Marines,

   b. According to Service regulations for non DoD Services.

B. Dependency Approval. Dependency must be determined before a housing allowance is authorized. After initial approval, the Services must maintain adequate levels of internal audit to assure the legality, propriety, and correctness of all housing allowance payments. See individual Service regulations for procedures.

C. Dependents' Status Certification. Upon arrival at a new PDS, each member who is authorized a housing allowance for dependents must recertify to the Secretary Concerned indicating the status of each dependent to support a housing allowance on the dependents' behalf. If a member fails to provide the certification in a timely manner, the housing allowance on dependents' behalf is stopped at the end of the month in which the certification is due. A housing allowance at the appropriate partial or without dependent rate is paid unless the member is not authorized to that allowance for some other reason. A housing allowance at the with-dependent rate is authorized effective the date the member provides proper certification. The higher rate is not retroactive unless the member's commander certifies that the failure to recertify timely was for reasons beyond the member's control.

D. RC Member. After initial certification, an RC member must recertify dependency status at least every third year from the previous certification or upon a dependency status change.

E. Dependency Re-determinations. Annual re-determination of dependency is required for a member who claims a housing allowance for:

1. Parents, parents in law, stepparents, parents by adoption, or in loco parentis,

2. Students 21 and 22 years of age,

3. Incapacitated children over age 21, or

4. Ward of a court.

F. Fraudulent Claims. Any member who submits a claim for housing allowance which contains false statements is subject to court-martial or criminal prosecution. In addition, fraudulent acceptance of benefits may cause a civilian recipient to be subject to criminal prosecution. The law provides for severe penalties of imprisonment and a fine.

For military personnel, it may include a punitive separation, total forfeitures, and confinement.

10102 DEPENDENTS

A. Lawful Spouse and Legitimate, Unmarried, Minor Children. A member's lawful spouse and legitimate, unmarried, minor children are always dependents for housing allowance purposes except under the situations in par. 10102-B below and in pars. 10106 and 10202.

B. No Authority on Dependent's Behalf. A member is not authorized a housing allowance for:

1. A minor child who is entitled to basic pay as a member on active duty in a Uniformed Service. This includes a minor child attending one of the Military Service academies at which Qtrs are furnished by the U.S.

2. A spouse who is on active duty in a U.S. Uniformed Service and entitled to basic pay and allowances. See Ch 10, Part C, and Table 10C-1 for a guide to housing allowances when both spouses are in the Military Service and entitled to basic pay and allowances.

3. A dependent for whom the member has been absolved of the requirement to provide support; for example, desertion without cause.

4. A dependent whose whereabouts is unknown and whose absence or whereabouts remains unexplained.

5. A former spouse to whom the member is paying alimony.

6. A dependent who occupies Gov't Qtrs as a permanent residence without payment of a rental charge. See par. 10126 for exception.

7. A child(ren) for whom the member pays child support, if the child(ren) is/are in another active duty member's custody (including a former spouse) who is assigned to Gov't owned/leased family Qtrs (does not include privatized housing) or is in receipt of a with dependent housing allowance on behalf of the child(ren). See pars. 10120, 10122, 10124, 10126 and 10206.

C. Dependent Spouse in Foreign Service. A member is authorized a housing allowance for a spouse in military service of a government other than the U.S. This applies even though the spouse is furnished a residence or paid a monetary allowance in lieu of a residence by that government.

10104 MEMBER'S MARRIAGE STATUS DETERMINATION

A. Determination. Any case in which the validity of a member's marriage is questioned is a case of doubtful relationship.

B. Remarriage within Prohibited Period Following Divorce. Under the laws of some states, a marriage is not dissolved until a specified period has elapsed after a divorce decree is granted. Remarriage is prohibited within the specified period. In all states that grant an interlocutory decree before granting a final divorce decree, remarriage may not occur before the final decree is granted.

C. Marriage by Proxy. Proxy marriages are valid if performed in a jurisdiction which recognizes common law marriages and has no statute or judicial determination prohibiting proxy marriages.

D. Marriage by Telephone. A marriage by telephone is recognized only if a statute or court decision authorizes or recognizes telephone marriages in the jurisdiction in which the marriage was performed.

E. Common Law Marriages. Under laws of certain states, a common law marriage may be entered into by persons who do not obtain a license to marry or go through certain other formalities. Common law marriages entered into in those states are valid if they are contracted IAW state law.

F. Foreign Nation Divorce. A foreign nation divorce may or may not be recognized as valid in the U.S. depending on several factors. These factors include place(s) of residence of the parties involved, whether they appeared in person to obtain the divorce, and applicable state laws. Any claim involving remarriage of a member following a foreign nation divorce and any claim by or on behalf of the spouse from whom the member has obtained a foreign nation divorce are cases of doubtful relationship. A claim based on a member's marriage to a person who has obtained a foreign nation divorce is also a doubtful case.

G. Purported Marriage

1. Void Marriage. If a member's marriage is void (because of a pre existing marriage of the spouse, for example) the member has no lawful spouse and is not authorized a housing allowance at the with dependent rate as a result of the purported marriage. When marriage invalidity is discovered, no further housing allowance payments at the with dependent rate may be made for any period. See Table 10A-2, rule 4. The member may retain payments already received if they are validated under DoD FMR, Volume 7A, Chapter 50, Section 5006 for DoD Services or Service written material for non DoD Services. When validity of a marriage is questionable, submit the case to the office shown in par. 10104-G3 for a determination on the marriage validity and, if necessary, validation of payments already made.

2. Annulled Marriage. If a member's marriage is annulled by court decree, no further housing allowance payments may be made for any period. See Table 10A-2, rule 3. The member may retain payments received before the effective date of the decree. Since validation under DoD FMR, Volume 7a, Section 5005 for DoD Services or Service written material for non DoD Services is required for retention of such payments in some annulment cases (based on legal factors), submit all annulment cases to the office shown in par. 10014-G3 for review and, if necessary, validation of payments made.

3. Determination and Validations. Submit requests for determination on validity of a marriage (doubtful cases) or for validation of payments to the appropriate address shown below:

a. Army:
DFAS-IN/JMTCB
8899 E. 56th Street
Indianapolis, IN 46249-0855

b. Navy:
DFAS-IN
Office of General Counsel, Mil & Civ Pay
8899 E.56th Street
Indianapolis, IN 46249-0160

c. Air Force:
DFAS-IN/JFLTBA
8899 E. 56th Street
Indianapolis, IN 46249-1200

d. Marine Corps:
Commandant of the Marine Corps (MFP-1)
3280 Russell Road
Quantico, VA 22134-5143

e. Coast Guard:
Commanding Officer (LGL)
Coast Guard Pay and Personnel Center
Federal Building
444 S.E. Quincy Street
Topeka, KS 66683-3591

f. NOAA Corps
Director, Commissioned Personnel Center
8403 Colesville Road, Suite 500
Silver Spring, MD 20910-6333

g. U.S. Public Health Service Commissioned Corps
Office of Commissioned Corps Support Services
Attention: Compensation Branch
5600 Fishers Lane, Room 4-50
Rockville, MD 20857-0001

H. Child of Legally Invalid Marriage. An unmarried minor child of an invalid marriage, or a marriage annulled as void or voidable, is a dependent for housing allowance purposes.

10106 DEPENDENT SUPPORT

A. Proof of Support. The statutory purpose of a housing allowance on behalf of a dependent is to at least partially reimburse a member for the expense of providing a private sector residence for the dependents when Gov't Qtrs are not furnished, and not to pay a housing allowance for a dependent as a bonus merely for the technical status of being married or a parent. Proof of support of a lawful spouse or unmarried, minor, legitimate child of a member is generally not required. However, when evidence (e.g., special investigation reports; record reviews; fraud, waste and abuse complaints; sworn testimony of individuals; statement by member) or complaints from dependents of nonsupport or inadequate support are received, proof of adequate support as stated in par. 10106-E is required.

B. Nonsupport. A member who fails to support a dependent on whose behalf a housing allowance is received is not authorized a housing allowance on that dependent's behalf. Recoup for nonsupport or inadequate support periods. Unless a nonsupport or inadequate support period was caused by Service mission requirements (e.g., remote assignment, deployed, limited access to administrative support and/or financial networks, etc.), or outside agencies' actions (such as financial institutions, postal service, etc.) over which the member has no control, as determined by Service regulations, the subsequent arrears support payment does not authorize a member a housing allowance for the dependent for the nonsupport or inadequate support period. If a member is not authorized a housing allowance for dependents under pars. 10106-C through 10106-I, consider without dependents or BAH-Partial IAW par. 10400, 10428 or 10010. NOTE: A member does not avoid the legal responsibility to comply with a court order for support by forfeiting a housing allowance.

C. Legal Separation Agreement or Court Decree, Judgment or Order Silent on Support, Not Stating Support Amount, or Absolving Member of Support Responsibility. A legal separation agreement, court decree, judgment, or order that is silent on dependent support, does not state the dependent support amount, or absolves the member of dependent support responsibility does not of itself affect a member's housing allowance. This is true regardless of the jurisdiction in which the decree, agreement or order was issued or of the dependent's domicile. The member is authorized a housing allowance on behalf of a dependent if the member contributes to the dependent's support in an amount that is not less than the applicable BAH-DIFF rate.

D. Legal Separation Agreement or Court Order Stating Support Amount. If there is a court order or legal separation agreement stating the support amount, a member must contribute to the dependent's support the amount specified therein, but in no case may the support payments be less than the applicable BAH-DIFF rate.

1. When a member is divorced from a nonmember, and they share joint legal custody of a child, and the ex-spouse is awarded primary physical custody, then the member is a non-custodial parent for housing allowance purposes. If the member's court-ordered child support is less than the applicable BAH-DIFF rate, and the member is not residing in, or assigned to, Gov't Qtrs, the member is only authorized a housing allowance at the without-dependents rate. However, a member who pays additional support to the ex-spouse having primary custody of the child(ren) so that the total child support provided is equal to or more than the BAH-DIFF rate, and who is not assigned to Gov't Qtrs, is authorized a housing allowance at the with-dependents rate.

2. When a member has temporary custody of a child and they reside in a private sector residence, the cost of

maintaining the residence is not a factor in determining authority for the with-dependents housing allowance rate and may not be used instead of, or in addition to, child support to qualify for increased allowances. The dependent child must reside with the member on a non-temporary basis (e.g., for a period of more than 90 consecutive days) for the member to qualify for the with-dependents housing allowance rate for the temporary period. The cost of maintaining a home may not be added to the child support amount to qualify for the increased allowances.

E. Adequate Support. If the support requirements are not established by court order or legal separation agreement, a member must provide a support amount that is not less than the BAH-DIFF rate applicable to the member's grade. The support amount required to retain or receive a housing allowance for a dependent does not necessarily mean that such amount is adequate to meet the Service Concerned policy as to what constitutes adequate support in the absence of a legal separation agreement or court order.

F. Increase in Support Required by Increase in BAH-DIFF Rates. Whenever there is an increase in BAH-DIFF rates, the minimum required support for housing allowance purposes increases to the new rate. A member receiving a housing allowance on behalf of a dependent must increase the amount of support, when applicable, within 60 days of the increase to continue receiving the housing allowance on the dependent's behalf.

G. Settlement Agreement

1. Property settlements made under a court order or written agreement are not support for housing allowance purposes.

2. Payments made under a settlement in place of support are support for the period expressly provided in the written agreement or court order.

3. A lump-sum settlement in place of support made under written agreement or court order is support for the period the lump sum would reasonably cover the dependent's support.

H. Interlocutory Decree of Divorce. If an interlocutory decree of divorce does not provide for support to the spouse, the member is not authorized a housing allowance for the spouse after the date of the decree unless proof of support is furnished.

I. Doubtful Cases. Submit any doubtful cases involving support for determination to the offices listed in par. 10104-G3.

10108 SECONDARY DEPENDENTS

An incapacitated child over age 21, a ward of the court, or an unmarried child over age 21 and under age 23 (full time in college), requires an in fact dependency IAW Service regulations. The child must be dependent upon the member for over one-half of the child's support. This means:

1. The child's income, not counting the member's contributions, must be less than one-half of the child's living expenses, and

2. The member's contribution must be more than one-half of the child's monthly living expenses.

10110 DEPENDENT CHILD ADOPTED BY A THIRD PARTY

A member is not authorized a housing allowance for a child after the child is adopted by a third party and final adoption order or decree has been entered. Authority for a housing allowance continues after an interlocutory decree has been entered if the decree does not change the legal relationship between the child and the member, and the member supports the child.

10112 DEPENDENT CONFINED IN PENAL OR CORRECTIONAL INSTITUTION

A. Housing Allowance Payable. Confinement of a member's spouse or unmarried minor child in a penal or correctional institution does not affect member's authority for a housing allowance on the dependent's behalf, unless:

1. The member refuses to support the dependent.

2. The member has been absolved from supporting the dependent.

3. The period of confinement may extend beyond 5 years.

4. The case is otherwise doubtful.

B. Doubtful Cases. Submit cases involving a sentence extending beyond 5 years, and doubtful cases to the addresses shown in par. 10104-G3. Do not pay a housing allowance on behalf of the dependent pending decision.

10114 DEPENDENT PARENT

A. Determination Basis. A parent's dependency is determined based on an affidavit submitted by the parent, and any other evidence required under applicable regulations. The applicable authority in par. 10104-G3 makes the dependency determination. A legal guardian may complete the form for a mentally incompetent parent.

B. Dependency Requirement. A member is authorized a housing allowance on behalf of a parent if the parent is dependent upon the member for over one-half of their support. This means:

1. The parents' income, not counting the member's contribution, must be less than one-half of their monthly living expenses, and

2. The member's contribution must be more than one-half of the parent's monthly living expenses.

C. Change in Dependent Status. A member is authorized a housing allowance for any active duty period during which the parent dependency is shown to exist, whether the dependency arose before or after the member entered service. If dependency arises due to changed circumstances, and the facts show the member has started to contribute over one-half of the parents' support, a housing allowance is authorized from the date the contribution began.

D. Stepparent. A stepparent/stepchild relationship ends upon divorce from the blood parent, but not necessarily upon the blood parent's death. A housing allowance for a stepparent may be established after the blood parent's death.

10116 DEPENDENCY DETERMINATION FACTORS FOR PARENTS

A. Family Unit Rule. In determining a parent's dependency, the total income and expenses of the family unit of which the parent is a member must be considered. Ordinarily, the member's contribution to the expenses of the unit must exceed one-half of the unit's total expenses before any one person in the unit can be considered dependent on the member. For example, a mother cannot be considered dependent if she is a member of a family unit in which her husband is supporting himself but is not providing sufficiently for the mother's individual needs.

B. Equity and Good Conscience. When application of the family unit rule results in manifest injustice, any other available evidence of dependency is considered, and determination made according to principles of equity and good conscience.

C. Charity. Contributions made to parents by charitable organizations are counted as part of the parent's income.

D. Charitable Institution. A parent's residence in a charitable institution, public or private, is not a bar to authority if the member claims a housing allowance for the parent and other required conditions are met.

E. Social Security, Unemployment Compensation, and Pensions. Payments made to the parent from the Social Security Administration, unemployment compensation, and financial assistance from governmental agencies, are counted as part of the parent's income. Pensions received by the parent are also considered income.

F. Capital Assets. Unliquidated capital assets are not income, and parents are not required to deplete their capital assets to establish dependency on a member for housing allowance purposes. However, proceeds derived from the liquidation of capital assets are income. Amounts placed in reserve for depreciation of property held for income ordinarily are available for a parent's current living expenses, and are therefore, income.

G. Rate of Return Rule. In determining dependency of parents who possess uninvested capital, compute the income return on the basis of 5.25 percent per annum.

10118 ADOPTED, ILLEGITIMATE AND STEPCHILD(REN)

A. General. Adopted children, illegitimate children, and stepchild(ren) are primary dependents. As a result, a dependency determination is no longer required for these dependents.

B. Proof of Parentage. A member who claims a housing allowance for an adopted child, stepchild, or a child born out of wedlock (parents are not married to each other at the time of the child's birth) must provide proof of parentage as follows:

1. For an adopted child, document showing the member is the child's legal parent.

2. For a stepchild, a marriage license showing the member is married to the child's legal parent and documentation showing that the member's spouse is the child's parent.

3. For a child born out of wedlock, a birth certificate with the member's name cited is required. If the member's name is not stated on the birth certificate, or a court-order, obtain a signed statement of parentage from the member. If the illegitimate child(ren) is/are not in the custody of the member parent, the case is treated IAW the rules for BAH-DIFF. The same rules apply when applicable to a member-mother not having custody. See par. 10008.

C. Support Requirements. The member-parent may claim a dependent child(ren), adopted child(ren), illegitimate child(ren), and stepchild(ren) for housing allowance purposes. Proof of dependent support is ordinarily not required. The provisions of 10106-A are applied. The member is authorized a housing allowance if the member contributes to the dependent(s)' support and that support is not less than the applicable BAH-DIFF. This includes a member authorized BAH-DIFF and a member assigned to single type Gov't Qtrs when the child(ren) is/are in the physical custody of another person.

10120 CHILD(REN) LIVING WITH FORMER SPOUSE REMARRIED TO ANOTHER SERVICE MEMBER

A. Child in Gov't Qtrs. When a member's child resides in Gov't Qtrs not assigned to the divorced member parent, that member is not authorized a housing allowance for the child.

B. Child Not in Gov't Qtrs. A housing allowance may not be paid for a child to both the stepparent and the natural parent at the same time. The natural parent has priority to a housing allowance for that child if providing adequate support.

NOTE: Pars. 10206, 10120, 10122 and 10124 when former or estranged spouse is also a member.

10122 CHILD(REN) LIVING WITH FORMER SPOUSE – MEMBER REMARRIES

See par. 10402-A2 does not apply in the case of a member who is required to support a child in the custody of a former spouse when the member remarries and is assigned to or occupies family Gov't Qtrs. The member is not

authorized a housing allowance for the child living with the former spouse. See par. 10208 when upon remarriage, the member marries a member.

10124 CHILD(REN) LIVING WITH FORMER SPOUSE OR ESTRANGED SPOUSE WHO IS A MEMBER ASSIGNED FAMILY GOV'T QTRS

When the member parent having custody of the child(ren) is assigned to, or occupies, adequate family-type Gov't Qtrs with the child(ren) while receiving child support, the member parent paying child support is not authorized a housing allowance for the child(ren).

10126 CHILD(REN) LIVING WITH FORMER OR ESTRANGED SPOUSE IN FAMILY GOV'T QTRS VISITS MEMBER

When a child(ren) who normally reside(s) in family Gov't Qtrs with a member's former or estranged spouse (custodial parent) visits the member in a private sector residence for more than 90 days, the visit is considered non-temporary and the member is authorized a housing allowance for the child(ren) from the first day of the visit. If the visit is 90 days or less, a housing allowance for the child(ren) is not payable for any part of the visit.

Table 10B-1: Who Determines Housing Allowance Dependency Relationship for Army and Air Force Members

RULE	A	B	C	D	E	F	G	H	I	J
								then		
								determination is made by		a claim must be submitted through channels for determination, or submission to DOHA for decision
	If the dep claimed is	And marriage is	and is under age 21	and is	And certified court adoption papers are	and the child has income from source other than member	and is incapable of self support	Army disbursing officer or designee	USAF FSO or designee	
1	spouse	lawful						X [7]	X	
2		legally questionable [1]							X [8]	X
3	unmarried child		yes	legitimate, or legitimated by marriage of blood parents				X [3, 7]	X [3]	
4				Adopted [2]	Available [3]	no				
5						yes			X [3, 8]	X [6]
6					not available [4]				X [3, 8]	
7				Stepchild [3,7]		no		X [3, 8]	X [3]	
8						yes			X [3, 8]	X [5]
9			yes	illegitimate child of member or legitimated by affidavit or court order					X 8	X
10			no				yes [2]			
11			no	under age 23 and full-time student				X [9]	X	
12	married child	Terminated by divorce, annulment, or death of spouse	yes						X [8]	X
13	parent, including in loco parentis [2]									

[1] Includes common law spouse; those married by proxy or telephone or within a prohibited period following

divorce, or a divorce granted by a foreign country; and purported marriages.

[2] Must be in fact dependent on Service member for substantial portion of support.

[3] Applies also if the child is in custody of someone other than Service member (divorced spouse, parent, etc.).

[4] If this is interlocutory decree of adoption, case must be submitted to DFAS-IN for determination.

[5] In case of an Army member, the claim must be sent to DFAS-IN only when determination cannot be made by disbursing officer under AR 37-104-3, Chapter 2, Part 3 or is not covered by NOTE 8.

[6] This includes an illegitimate child of the spouse, when the member is not the blood parent. See par. 10118.

[7] In the case of an Army RC member, the initial determination for dependents listed in rules 1, 3, 4, and 7 can be made by the RC unit commander or servicing Military Personnel Officer.

[8] Claim is sent to DFAS-IN/JFLTBA.

[9] Student determinations are made by the Personnel Officer.

Table 10B-2: Who Determines Dependency Relationship for Navy and Marine Corps Members

RULE	A	B	C				D	E	F				
	If the dependent claimed is	and	and member is a				and	and	then determination is made by				
			USN Officer	USMC Officer	USN Enlisted Member	USMC Enlisted Member			DFAS Cleveland	USMC Commandant	CO of a Battalion Squadron or Separate Detached Command	Disbursing Officer	Claim must be submitted through channels for determination or submission to DOHA for decision. [2]
1	any person who can qualify as a dependent		X		X							X	
2	a spouse	marriage is unquestionably legal	X		X							X	
3				X		X	neither member has been previously married	marriage contracted with various states/ territories by legal/ civil/ religious ceremony			X [1]		
4		marriage is of doubtful legality (par. 10104)				X				X			
5			X	X	X				X				X
6	unmarried legitimate child	child is under age 21	X		X							X [2]	
7				X	X						X [4]		
8			X		X		dep child is of present or former spouse [3]				X [4]	X	

Table 10B-2: Who Determines Dependency Relationship for Navy and Marine Corps Members

RULE	A	B	C				D	E	F				
	If the dependent claimed is	and	and member is a				and	and	then determination is made by				
			USN Officer	USMC Officer	USN Enlisted Member	USMC Enlisted Member			DFAS Cleveland	USMC Commandant	CO of a Battalion Squadron or Separate Detached Command	Disbursing Officer	Claim must be submitted through channels for determination or submission to DOHA for decision. [2]
9	a combination of any of the deps in rules 2 - 8	child is under age 21	X	X	X	X					X [4]	X	
10	an unmarried child	child is age 21 or older [5]	X		X				X				X
11				X		X				X			
12	an unmarried stepchild or adopted child	child's dependency relationship is not doubtful	X		X							X	
13				X							X		
14						X					X		
15				X		X				X			
16	an unmarried illegitimate child		X		X							X	
17						X				X		X	
18				X							X		
19	a parent (incl in loco parentis)		X		X				X				
21				X		X				X			

[1] This same rule applies when either member or spouse has been previously married, if the previous marriage was dissolved by death, final decree of divorce, or by annulment (not prohibiting remarriage).

[2] Submit doubtful cases through channels to the DOHA.

[3] The child's birth date must be after the date of the marriage concerned.

[4] Submit questionable cases to the Commandant of the Marine Corps.

[5] Student determinations are made at the local Personnel Support Detachment (PSD) or by the Personnel Officer for Navy and Commandant of the Marine Corps (CMC (MFP-1) for the Marine Corps.

CHAPTER 10: HOUSING ALLOWANCES

PART C: MEMBER MARRIED TO MEMBER

MEMBERS ONLY

10200 GENERAL

Per 37 USC §421, a dependent who is on active duty in a U.S. Uniformed Service and entitled to basic pay cannot be a dependent for housing allowance purposes. See Table 10C-1 for housing allowances when both spouses are entitled to basic pay. See par. 10400-E4 for member to member couples when one or both are serving on sea duty.

10202 BAH/OHA WHEN MEMBER MARRIED TO MEMBER AND SEPARATE HOUSEHOLDS ARE MAINTAINED

When a member married to member couple maintain separate households at or in the vicinity of their PDS or PDSs, each is individually authorized BAH/OHA. Only one member may receive BAH/OHA at the with dependent rate. In no case may a spouse who also is a member in receipt of basic pay be a dependent for allowance purposes in this Part (37 USC §421).

10204 OTHER DEPENDENTS

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

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

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

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

10206 DEPENDENT SUPPORT

A. Divorce or Legal Separation. In addition to par. 10106, the following rules apply when the divorced or separated

parents are both members and the divorce or separation occurred, or the decree or agreement was amended after 30 June 1992. These rules apply only when neither member is assigned to family-type Gov't Qtrs, unless otherwise specified.

1. Unless the members agree to the contrary, the custodial parent is authorized a housing allowance for the child(ren) regardless of the child support amount received by that member. In addition to the court order, a separate notarized agreement between the members must be provided for the non-custodial member to receive a housing allowance for the child(ren).

2. When each member has legal and physical custody of one or more of the children of the marriage, each member is authorized a housing allowance for the children in their individual custody, regardless of child support payments from one member to the other.

3. When the child(ren) of the marriage are in a third party's custody, only one member is authorized a housing allowance for the children, even if both members are paying sufficient child support to qualify for the housing allowance. The senior member is authorized a housing allowance for the child(ren) when the two members do not agree on which person claims the authorization. If the members are of equal rank, date of rank determines which one receives a housing allowance for the child(ren).

4. In joint legal custody cases, when physical custody changes from one parent to another, each parent is authorized a housing allowance for the child(ren) during those periods the child(ren) are actually in that parent's physical custody.

5. When a non-custodial member pays child support to the custodial parent who also has another dependent who makes the member eligible for a housing allowance, there is a presumption that the custodial parent's authorization is based on the dependent(s) other than the child(ren) of the marriage. The housing allowance authorization for the custodial and non-custodial parents is determined individually.

6. When the dependents are no longer in one class, the housing allowance authorization for the custodial and non-custodial parents is determined individually. For example, if the non-custodial parent pays child support to a non-active duty parent for a child(ren) from a previous marriage or non-marriage relationship, the non-custodial parent may qualify for a housing allowance based solely on the basis of the member's child support for the child(ren). See par. 10008.

B. Children Living with a Former or Estranged Spouse. Also see pars. 10120, 10122, 10124, and 10126 for housing allowances when the married members either separate or divorce and children are involved.

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

10208 CHILD(REN) LIVING WITH FORMER SPOUSE – MEMBER REMARRIES ANOTHER MEMBER

A. When Not Authorized a Housing Allowance. Par. 10402-A2 does not apply in the case of a member who is required to support a child in the custody of a former spouse when the member remarries another member and is assigned to or occupies Gov't family Qtrs. The member is not authorized a housing allowance for the child living with the former spouse.

B. When Authorized a Housing Allowance. If a member:

1. Is required to support a child in the custody of a former spouse; and

2. Is married to another member with children born of this marriage, and

3. Lived in family type Gov't Qtrs with member spouse and children, and

4. Is assigned PCS to a different PDS outside commuting distance, and

5. Current spouse (who is also a member) and children remain in Gov't Qtrs, and

6. Gov't Qtrs' assignment is in or transferred to the remaining member's name,

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

Table 10C-1: BAH or OHA at Permanent Stations for Spouses in a Uniformed Service Family Type Qtrs Not Assigned [1,2,3,4,5,14]

RULE	A	B	C	D		E		F	
	When member A has dep other than spouse	and member B has dep other than spouse	and member acquires a child(ren) [7]	and single type Gov't Qtrs are assigned to [8]		then member A is authorized BAH or OHA as a member		and member B is authorized BAH or OHA as a member	
				Mbr A	Mbr B	with dep	without dep [10, 12]	with dep	without dep [10, 12]
1	No	No	No				X		X
2	No	No	No	X	X				
3	No	No	No	X					X
4	No	No	No		X		X		
5	No	No	Yes			X [9]			X
6	No	No	Yes	X	X	X [9]			
7	No	No	Yes	X		X [9]			X
8	No	No	Yes		X	X [9]			
9	Yes	No	No			X [11]			X
10	Yes	No	No	X	X	X [11]			
11	Yes	No	No	X		X [11]			X
12	Yes	No	No		X	X [11]			
13	Yes	No	Yes			X			X
14	Yes	No	Yes	X	X	X			
15	Yes	No	Yes	X		X			X
16	Yes	No	Yes		X	X			
17	Yes	Yes	No			X [13]			X
18	Yes	Yes	No	X	X	X		X	
19	Yes	Yes	No	X		X		X	
20	Yes	Yes	No		X	X		X	
21	Yes	Yes	Yes			X [13]			X
22	Yes	Yes	Yes	X	X	X		X	
23	Yes	Yes	Yes	X		X		X	
24	Yes	Yes	Yes		X	X		X	

[1] When family type Qtrs are jointly occupied by the members, neither member is authorized BAH or OHA, even though the dependents do not reside in the Qtrs, unless the dependents are prevented by a military order from occupying Qtrs.

[2] When husband-wife members are stationed at the same or adjacent military installations, each member is usually authorized BAH or OHA at the appropriate rate when family type Qtrs are not assigned, notwithstanding the availability of adequate single Qtrs for either or both members.

[3] Members are considered to be stationed at the same or adjacent bases or shore installations when they are not precluded by distance from living together, or they actually commute on a regular basis, regardless of distance.

[4] When husband-wife members have no other dependents and are precluded by distance from living together, each is usually treated as a member without dependents for BAH or OHA. See Table 10E-1.

[5] When husband-wife members, who are both authorized BAH or OHA at the same or adjacent military installation, are separated geographically by competent orders and one member remains assigned to the old duty station, that member ordinarily is authorized BAH or OHA continuation notwithstanding the availability of adequate single Qtrs for assignment to either member.

[6] Reserved

[7] Refer to par. 10202.

[8] If either column in column D is blank, that member is not assigned to single type Gov't Qtrs.

[9] For purposes of this table, the members have agreed that member A is to receive BAH or OHA at the with dependent rate. See par. 10202.

[10]. See Table 10E-1 for BAH or OHA authorization when a member is on field or sea duty.

[11] When the dependents listed in column A, rules 9 through 12, are children from a prior marriage or illegitimate children of member A, the members may elect for member B to receive BAH or OHA for stepchildren IAW par. 10118-B, and for member A to receive without dependent BAH or OHA rate when not occupying single Qtrs.

[12] When one member enters a non-pay status, the other member may claim the member not entitled to pay and allowances as a dependent and be authorized to draw BAH or OHA at the with dependent rate for the duration of the non-pay status if otherwise authorized. For exception, see par. 10112.

[13] Members must elect which one is to receive the with dependent BAH or OHA rate. If they cannot agree as to the election, the senior member receives the with dependent rate. Elections cannot be retroactive.

[14] When one or both dependents in columns A and B are dependent parents of the members, both members may not receive with dependent BAH or OHA, if otherwise authorized. Also, when married members no longer share a common residence due to competent military orders, their authorization for increased allowances or to Gov't furnished Qtrs should be determined separately, without regard to the general rule that all dependents of members are members of the same class for the purpose of determining housing allowance authorizations. Refer to pars. 10106 and 10206 for BAH or OHA for divorced or legally separated members.

CHAPTER 10: HOUSING ALLOWANCES

PART D: GOV'T QTRS

MEMBERS ONLY

10300 GENERAL

A housing allowance, other than BAH-Partial or BAH-Diff, is not authorized for a member who is assigned to Gov't Qtrs appropriate to the member's grade, rank, or rating and adequate for the member and dependents, if with dependents. BAH-DIFF (par. 10008) or BAH-Partial (par. 10010) may only be authorized if the member is assigned to single type Gov't Qtrs or a single type housing facility under a Uniformed Service's jurisdiction and not authorized BAH or OHA.

10302 RESPONSIBILITY FOR ASSIGNMENT OR ASSIGNMENT TERMINATION

A. Assignment to Gov't Qtrs. The Commander responsible for the Gov't Qtrs has the authority to assign and terminate those Qtrs. The commander also determines when Qtrs are "adequate" and "suitable" for assignment based on appropriate directives. Gov't Qtrs or housing facilities under the Uniformed Services' control are considered to be assigned, suitable, and adequate whenever occupied by a member at the PDS without rental charges payment. This includes Qtrs furnished a member without charge:

1. By an organization or institution on behalf of the U.S.

2. By a foreign government for the member's official use.

3. When jointly assigned to one or more members without dependents.

NOTE 1: A member is still considered to be assigned to Gov't Qtrs when the member voluntarily vacates assigned Qtrs without the installation commander's approval. A member in pay grade E-7 and above, without dependents, may elect not to occupy assigned Qtrs unless denied permission by the Secretary concerned (par. 10400).

NOTE 2: Effective 15 April 2003, a member married to another member who is stationed at the same or adjacent installations that enable both members to reside in Gov't family Qtrs assigned to one of the members, are both considered to be assigned Gov't Qtrs. However, if there is a separation agreement, pending divorce, or marital discord that requires one member to obtain alternative private sector housing, the member not occupying family Qtrs must obtain a statement from the installation housing officer that Gov't housing is not assigned to be authorized a housing allowance.

B. Qtrs Assignment Date for Housing Allowance. A housing allowance continues to accrue through the day before the date a member is assigned Gov't Qtrs or begins to occupy Gov't Qtrs at the PDS.

C. Qtrs Termination Date for Housing Allowance. Housing Allowance accrues from the date the assignment to Gov't Qtrs is terminated or the date that Qtrs are vacated as indicated in Tables 10A-1, 10C-1, 10E-1, and 10E-2.

10304 RENTAL QTRS AT A SERVICE ACADEMY

A member is authorized BAH while renting Qtrs in a hotel on the grounds of a Service Academy.

10306 GOV'T QTRS ASSIGNED OR OCCUPIED

A. Gov't Qtrs Adequacy. The Commander responsible for the Gov't Qtrs determines their adequacy and appropriateness for assignment.

B. Qtrs Not Designated as Family Type Qtrs. A member who is neither assigned to nor occupies Gov't Qtrs is authorized a housing allowance for dependents even though the dependents occupy Gov't Qtrs not designated as family type Qtrs. Examples of such Qtrs are:

1. Dormitory Qtrs occupied by a member's child at a school for dependents of military personnel.

2. A hospital room occupied by a dependent under the Dependents' Medical Care Act (P. L. 84-569, 70 Stat 250). However, a member is not authorized a housing allowance when a sole dependent is hospitalized in a Gov't or civilian hospital under the Dependents' Medical Care Act and the member is assigned to and occupies Gov't Qtrs (even though private Qtrs are maintained and occasionally occupied).

3. Off base housing, private sector housing, occupied by member's civilian spouse incident to employment overseas with DoDEA as a schoolteacher. NOTE: The member must be separated from the spouse by competent orders.

C. Qtrs Furnished on Behalf of the U.S. A member is not authorized a housing allowance for dependents if the member and dependents are furnished adequate family type Qtrs for the U.S. without rental charge. Examples of such family type Qtrs are:

1. Qtrs furnished a member in an official capacity by a foreign government.

2. Qtrs furnished by a state, county, municipal, or privately owned hospital to an officer serving on active duty as an intern or resident physician.

3. Qtrs furnished by a college, university, or research facility as part of a fellowship, scholarship, or grant.

D. Qtrs Occupied by Dependents. A member furnished single type Qtrs is not authorized a housing allowance for:

1. A spouse who is a sole dependent and who is furnished Qtrs in kind as a civilian employee at a Gov't hospital.

2. A spouse who is a sole dependent and who is furnished Gov't Qtrs while serving with the American Red Cross overseas.

3. A sole dependent who is a student nurse in training at a Gov't hospital. However, a housing allowance is payable on behalf of a dependent who is a student nurse in training at a civilian hospital.

4. A civilian spouse who is a sole dependent and who is furnished Gov't Qtrs while assigned overseas with DODEA as a schoolteacher.

5. Dependents evacuated from a danger area, who occupy Gov't housing facilities at a safe haven. See par. 10306-G for an exception when the member must continue to pay for private sector housing.

6. Any dependent(s), if one or more of the member's dependents occupy the Qtrs with the member on a permanent basis (i.e., for more than 90 days) unless other dependents are precluded by a competent order from residing with the member.

E. Rental Qtrs (Other Than Inadequate Qtrs). A member and dependents who occupy the following facilities on a rental basis are authorized a housing allowance. See par. 10000-F for a definition of the rental charge.

1. Any housing facilities, including trailers, under the Gov't's jurisdiction other than Gov't Qtrs constructed or designated for occupancy without charge. The member may sublease such Qtrs to a temporary subleasee with or without charge and neither the sublessor nor a member subleasee loses the right to a housing allowance.

2. A hotel on the grounds of a Service Academy.

3. Qtrs furnished a member ICW service in a capacity other than that of a member.

F. Qtrs at Safe Haven Temporarily Occupied by Dependents. A member is authorized a housing allowance for dependents when:

1. The member's dependent(s) occupies Gov't provided housing at a safe haven area after emergency evacuation from private sector housing at the PDS; and

2. Due to conditions beyond the member's control, member is required to continue rent payment for the private sector housing to keep the furnishings and belongings in the private sector housing and to have housing available upon the dependents' return.

This authority continues until such time as a dependent(s) is authorized to return to member's PDS or the dependent(s) arrives at a designated place as contemplated by par. 5108.

G. Lease on Private Sector Rental/Leased Housing. When a member makes a local move from private sector rented/leased housing to Gov't housing, a housing allowance is not payable for the remainder of the lease on the private sector housing even though the member is required to honor the lease.

H. Limitation on Qtrs Occupied by Member. When adequate Qtrs are not furnished for a member's dependents, the member may not occupy, either at the permanent or TDY station, Gov't Qtrs which exceed the minimum standards for the member's grade without dependents without affecting the authority for BAH or OHA unless:

1. These Qtrs are the only Qtrs available, and

2. The Qtrs are not suitable for joint occupancy; or

3. If suitable for joint occupancy, the Qtrs are jointly occupied with other members permanently assigned to the PDS.

NOTE: The above limitation does not apply to members on medical hold or holdover personnel receiving outpatient medical treatment who have been designated as requiring a live in non-medical attendant. The Service determines the housing standards for these personnel based on medical condition, treatment, non-medical attendant, and other relevant factors.

I. Qtrs Occupied during Special Duty Assignment. Effective 20 April 1999, a member not accompanied by dependents and serving in a foreign OCONUS location in a duty assignment having official or diplomatic responsibilities involving officials of foreign governments, may be assigned to Qtrs that exceed the minimum standards for the member's grade without dependents, without affecting the member's authorization for BAH or OHA. The local Commander or major unit commander is the appropriate authority to decide whether an assignment entails "official or diplomatic" responsibilities involving officials of foreign governments. However, such Qtrs must not be available on a continuing basis for single occupancy, if they are adequate for assignment as family housing to members of similar grade (DOHA Claims Case No. 9804021, 15 May 1998).

J. Additional Room Assigned to Chaplain. Assignment of an additional room to a chaplain for spiritual purposes does not affect the member's authority for BAH or OHA. The room must be used for official duties and not as living Qtrs.

10308 QTRS DESIGNATED AS INADEQUATE

A. Housing Allowance Authority. A member with dependents may be assigned Qtrs designated as inadequate on a rental basis without loss of BAH. This does not apply to bachelor officer Qtrs, visiting officer Qtrs, guest houses, and similar type facilities, or to assigned Qtrs undergoing ordinary repairs. An order stating that Qtrs were inadequate while repairs were being made cannot serve to authorize BAH during the period involved.

B. Effect of Subleasing Inadequate Qtrs. The member may share the Qtrs with others or permit occupancy by

others while on leave. The member may also sublet the Qtrs on a rental basis without loss of BAH, the amount of rent being immaterial.

C. Rental Charge for Inadequate (Substandard) Qtrs. The authority controlling the inadequate (substandard) Qtrs establishes the procedures for collecting rent from the member at the Qtrs' fair rental value. The rental charge for the Qtrs must be the Qtrs' fair rental value, NTE 75% of the member's with dependents BAH rate per 10 USC §2830. The rental charge is independent of the amount and type of BAH being paid to the member. See par. 10308-G for assignment of inadequate Qtrs to member married to member couples.

D. Effective Date of BAH and Rental Charge. BAH and rental charge begin on the date of the member's assignment to such Qtrs or on the date the determination of inadequacy is effective, whichever is later.

E. Computation of BAH and Rental Charge. BAH and the rental charge are computed on a 30-day month basis and prorated at one thirtieth of the monthly rate for each day inadequate Qtrs are assigned. BAH is not paid for, nor is rent charged, for the 31st day of a month. Pay 3 days' BAH and charge 3 days' rent when inadequate Qtrs are assigned on the 28th of February. Rent is not charged for the day the assignment is terminated; however, BAH accrues for the termination day.

F. Inadequate Qtrs Re-designated Adequate. Rental charges and BAH cease on the date rehabilitated inadequate Qtrs are re-designated as adequate Gov't Qtrs. If a member's assignment was continued during the rehabilitation period, the adequacy re-designation is effective as of the first day of the month following the month in which the rehabilitation was completed.

G. Member Married to Member Couple Each Authorized BAH. When a member married to member couple jointly occupy inadequate family Qtrs on a rental basis, use Table 10C-1 to determine their respective BAH rates. The rental charge for the Qtrs must be the assigned inadequate family type Qtrs' fair rental value, but must never exceed 75% of the with dependents BAH rate which would be payable to a member of the same grade and rank as the member under whose eligibility the Qtrs are assigned. The BAH paid to the respective members does not affect the rent amount charged, even if a member is receiving BAH at the with dependents rate. BAH is collected IAW Service procedures. For inter-Service marriages, the rental charge is collected IAW the procedures of the Service furnishing the Qtrs.

CHAPTER 10: HOUSING ALLOWANCES

PART E: ASSIGNMENT SITUATIONS

SECTION 1: MEMBER WITHOUT DEPENDENTS

MEMBERS ONLY

10400 MEMBER WITHOUT DEPENDENTS

A. General. A member without dependents, who is entitled to basic pay, is authorized BAH or OHA as set forth in Table 10E-1. See par. 10416 for a member in transit.

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

1. Requested by the member, and

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

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

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

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

1. A member without dependents in grade E-6 or above assigned to permanent sea duty aboard a ship may elect not to occupy assigned shipboard Gov't Qtrs and receive BAH or OHA.

2. A member without dependents in grade E-5 assigned to permanent sea duty aboard a ship cannot elect to not occupy assigned shipboard Gov't Qtrs and receive BAH or OHA. Under Service regulations, the Secretary Concerned may authorize BAH or OHA to a member without dependents who is serving in grade E-5 and is assigned to sea duty. In prescribing regulations under par. 10400-E2, the Secretary Concerned must consider

Gov't Qtrs availability for a member serving in grade E-5.

3. A member without dependents in grade E-4 assigned to permanent sea duty aboard a ship cannot elect to not occupy assigned shipboard Gov't Qtrs and receive BAH or OHA. On or after 31 October 2002, under Service regulations, the Secretary Concerned may authorize BAH or OHA to a member without dependents who is serving in grade E-4 and is assigned to sea duty. In prescribing regulations under par. 10400-E3, the Secretary Concerned must consider Gov't Qtrs availability for a member serving in grade E-4.

Effective 1 Jan 2013
4. A member married to another member, who is in a pay grade below E-6, is authorized BAH or OHA if assigned to permanent sea duty.

Table 10E-1: BAH and OHA Member without Dependents, Entitled to Basic Pay

Rule	If a member is	then BAH or OHA accrues [10]	BAH or OHA does not accrue
1	assigned to a PDS	if Gov't Qtrs or housing facilities are not assigned [1,2]	if the member is assigned or occupies Gov't Qtrs suitable and adequate for the member's grade. [3]
2		while on a short period of special alert duty during which the member is furnished sleeping accommodations at the PDS at which Gov't Qtrs are not available for assignment.	
3		while on a short training periods during which, due to military necessity, the member is furnished sleeping accommodations at the PDS at which Gov't Qtrs are not available for assignment.	
4	ordered to report for TDY ICW the fitting out or conversion of a ship, then to permanent duty aboard the same ship when placed in commission	if the member is not assigned to Gov't Qtrs at the old PDS or aboard ship (new PDS). Par. 10416 to determine which rate is payable.	if the member is assigned to Gov't Qtrs at the old PDS or aboard ship (new PDS).
5	on sea duty	if member is grade E-6 or above and elects on or after 1 July 1996 not to occupy available Qtrs [5]	if member is grade E-5 or below [5]
6	on field duty, PCS not involved [7]	if receiving BAH or OHA at the PDS	if assigned or occupying Gov't Qtrs at the PDS.
7	assigned PCS to a unit on field duty	if the commander certifies that the member was required to procure Qtrs at personal expense at the initial field duty site	for the initial field duty in progress at time of PCS, unless the member is required to procure Qtrs at personal expense at field duty site.
8	on excess leave		for any period of time.
9	on authorized leave, accrued, advanced, or ICW release from active duty or discharge (PCS not involved)	if receiving BAH or OHA at the PDS or assigned Qtrs are terminated incident to separation [1]	if assigned Qtrs at the PDS.
10	sick in hospital, or on sick leave from a hospital (PCS not involved)	if receiving BAH or OHA at the PDS [1]	if assigned Qtrs at the PDS.
11	being treated at hospital TDY en route PCS; or assigned PCS direct to hospital for treatment	If not assigned Qtrs	if assigned Qtrs in the hospital.
12	on TDY (PCS not involved), including such duty on transport	If receiving BAH or OHA at the PDS	if assigned Qtrs at the PDS.

Table 10E-1: BAH and OHA Member without Dependents, Entitled to Basic Pay			
Rule	If a member is	then BAH or OHA accrues [10]	BAH or OHA does not accrue
	or under a permissive travel authorization [2, 6]		
13	in travel status on PCS, including non-travel status under a permissive travel authorization, TDY en route, leave en route and proceed time; or is assigned PCS and is on authorized leave or duty at the old or new PDS	if member is not assigned Gov't Qtrs while at the old or new PDS. Par. 10416 to determine which rate is payable.	if member is assigned Gov't Qtrs while at the old or new PDS.
14	assigned PCS and is on authorized leave or duty at the old or new PDS	if the member is not assigned Gov't Qtrs while at the old or new PDS.	for the Gov't Qtrs occupancy period not incident to a PCS. OHA cannot be paid if there is no rent expense.
15	initially assigned to active duty and is TDY at other than indoctrination or basic training location pending receipt of an order designating a PDS to which the member is to report upon TDY completion	when Gov't Qtrs are not available for assignment and per diem is not payable.	
16	in the accession pipeline	between initial TDY and initial PDS.7 An RC member is authorized BAH/OHA based on the primary residence location at the time called/ordered to active duty while attending accession training. Par. 10416.	
17	ordered home or to a place other than a military organization awaiting another order ICW Physical Evaluation Board proceedings	on and after the departure day from the hospital or old PDS through the discharge day, or day prior to retirement effective date.	
18	training for, attending or participating in Pan Am or Olympic games, or other international amateur sports competition	if not furnished Qtrs by the Gov't or by an agency sponsoring the member's participation	if furnished Qtrs by the Gov't, or by an agency sponsoring participation.
19	a medical officer on active duty in an intern or resident physician status at a state, county, municipal, or private hospital	if not furnished Qtrs without charge by the hospital	if furnished Qtrs without charge by the hospital. Such Qtrs are considered furnished on behalf of the U.S.
20	a student training on a fellowship, scholarship or grant	if not furnished Qtrs by the college, university, or research facility	if furnished Qtrs by the college, university, or research facility. Such Qtrs are considered furnished on behalf of the U.S.
21	a Nurse Corps officer or Nurse Corps candidate attending a course of instruction or affiliating with a state, county, municipal, or private hospital	if the member is not furnished Qtrs without charge	if furnished Qtrs without charge by the hospital. Such Qtrs are considered furnished on behalf of the U.S.
22	in confinement in a guardhouse, brig or correctional barracks pursuant to a court-martial (does	if the sentence is set aside or disapproved and the member is otherwise authorized to receive	while confined pursuant to a court-martial and the sentence is effective or approved 9, or, when the

Table 10E-1: BAH and OHA Member without Dependents, Entitled to Basic Pay			
Rule	If a member is	then BAH or OHA accrues [10]	BAH or OHA does not accrue
	not include pretrial confinement/pretrial restraint other than confinement or an adjudged sentence of restriction alone. [8]	BAH/OHA	member was not receiving BAH or OHA on the day before the day of confinement and Gov't Qtrs assignment was not terminated before or during confinement. Uniformed Service procedures must prescribe how and by whom Gov't Qtrs termination must be certified.

[1] When not assigned to Gov't Qtrs at the PDS, BAH or OHA accrues while in a duty or authorized leave status not incident to PCS. BAH or OHA is not forfeited if temporary Gov't Qtrs are occupied.

[2] A member away from PDS may occupy Gov't Qtrs designated for a member without dependents at the member's TDY station without affecting the member's authority to receive BAH or OHA or to be assigned to Qtrs, if any, at the member's PDS. Under such circumstances, a member may not occupy Gov't Qtrs that exceed the minimum prescribed Service standards for a member of that grade without dependents, unless the only Qtrs available:

(a) Exceed the minimum standards, and

(b) Are made available for joint occupancy with other members.

NOTE: The above limitation does not apply to members on medical hold or holdover personnel receiving outpatient medical treatment who have been designated as requiring a live-in non-medical attendant. The Service determines the housing standards for these personnel based on medical condition, treatment, non-medical attendant, and other relevant factors.

[3] Gov't Qtrs in fact occupied without payment of rental charges are deemed assigned as appropriate and adequate Qtrs.

[4] BAH/OHA accrues from the reporting date through the day before the date the ship is placed in full commission, reduced commission, or in service not in commission, whichever occurs first. See par. 10400 and Service regulations for a member on sea duty.

[5] A member in pay grade E-6 or above is authorized to receive BAH/OHA after reporting to a deployed ship or afloat unit. A member TDY to the ship or afloat unit is also authorized BAH/OHA after reporting to the deployed ship or afloat unit if in receipt of BAH/OHA at the PDS before beginning TDY. A member in pay grade E-4 or E-5, without a dependent, assigned to sea duty may be authorized BAH/OHA if appropriate considering the availability of Qtrs for E-4s and E-5s. A member married to another member who is in a pay grade below E-6 is authorized BAH/OHA. See par. 10400-E for requirements.

[6] For a member below grade E-7, authority does not exist during TDY if Qtrs are assigned or furnished at the PDS, even though the Qtrs are vacated at the beginning of the TDY.

[7] Par. 10416 for transit rules.

[8] Neither pretrial confinement/pretrial restraint (which is not punishment) other than confinement nor an adjudged court-martial sentence that includes restriction alone (which is not confinement) affects a member's BAH authority. This rule does not address a member's authority for a housing allowance when the member is confined by civil or foreign authorities. See par. 10420.

[9] Confinement imposed pursuant to a court-martial sentence begins to run from the date the sentence is adjudged. (10 USC §857(a), (b)).

[10] Payment of OHA requires a lease agreement or a verifiable purchase price.

CHAPTER 10: HOUSING ALLOWANCES

PART E: ASSIGNMENT SITUATIONS

SECTION 2: MEMBER WITH DEPENDENT

MEMBERS ONLY

10402 MEMBER WITH DEPENDENT

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

1. Adequate Gov't Qtrs are not furnished for the member and dependent without a rental charge payment.

2. Adequate Gov't Qtrs are not furnished for the member's dependent, or all of the member's dependents are prevented by competent authority from occupying such Qtrs, even though Qtrs are assigned for the member's occupancy. This does not apply to the provisions of par. 10122.

3. A dependent is not en route or does not accompany the member to the PDS, or the vicinity thereof, so as to preclude assignment of family Qtrs. Under such circumstances, the mere availability of Qtrs which could have been assigned does not negate the right of a member to the BAH or OHA for a dependent. See Tables 10E-6, 10E-12, 10E-13, and 10E-14 for the location to be used in determining the member's BAH or OHA authorization.

4. Effective 2 February 2005, a single or divorced member who maintains legal and physical custody of a child(ren) before receipt of a PCS authorization/order to an unaccompanied tour may continue to be paid BAH at the with-dependent rate, for last PDS, or designated place for certain periods if the requirements of par. 10402-A are met. The divorce decree must be specific on the time period(s) the member has legal and physical custody. BAH at the with-dependent rate is authorized only for the time period the member would have the custody of the child(ren) if not serving on the unaccompanied tour. The member must, for military necessity, place the child(ren) in the physical custody of a relative or care giver designated by the member, to be authorized BAH or OHA at the with-dependent rate.

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

B. Location Rate. Ordinarily a housing allowance is paid based on the member's PDS, or the home port for a member assigned to a ship or afloat unit. However, the Service may determine that a member's assignment to a PDS or the circumstances of that assignment requires the dependent to reside separately. The Secretary Concerned or the Secretarial Process, at Service discretion, may authorize/approve a housing allowance based on the dependent's location or old PDS.

1. Low/No Cost Moves. A Service may pay BAH or OHA based on the old PDS rate in situations involving low/no cost moves and for situations in which the member and dependent are residing separately. The Secretarial Process determines if it is inequitable to pay BAH or OHA based on the new PDS. When a member is ordered on a PCS between PDSs located in proximity and, at the new PDS, the member continues to commute from the residence occupied while at the old PDS, OHA or BAH continues for the time between the member's detachment from the old PDS and reporting to the new PDS, unless otherwise prohibited in this Chapter. A member ordered on PCS with TDY en route is authorized OHA or BAH during that period, see par. 10416. If a member is reassigned under the conditions of a low-cost or no-cost PCS and not authorized a HHG move, OHA or BAH is based on the rate for the old PDS if:

a. Requested by the member, and

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

2. Unaccompanied/Dependent Restricted OCONUS Assignments

a. Effective 1 July 2001, BAH or OHA is based on the old PDS in a situation in which the member is making a PCS to a dependent restricted/unaccompanied OCONUS assignment and the dependent remains at the member's old PDS. See Table 10E-6, rules 1 and 2.

b. If the dependent of a member, assigned to an unaccompanied tour, moves to a designated place, the member is authorized BAH/OHA based on the dependent's location. Payment based on the old PDS is not authorized.

3. Member Assigned to Duty Aboard a Ship or Other Afloat Unit. A member with dependent assigned to duty aboard a ship or other afloat unit is authorized a with-dependent allowance when supported by a statement of the member's commanding officer, or an officer designated by the commanding officer for that purpose, that the dependent has established a residence at or in the home port vicinity. The applicable with-dependent allowance is payable in such cases even though the member is being quartered in kind aboard ship or with the member's afloat unit. The rate payable is the rate applicable to the ship's or afloat unit's home port.

4. Home Port Changes. Change the housing allowance to the new home port rate on the home port change effective date prescribed by the Service, if a member:

a. Is currently assigned to a ship or other afloat unit with an announced home port change, or

b. Is in receipt of a PCS authorization/order to a ship or other afloat unit with an announced home port change, and

c. The dependent is authorized travel to the new home port.

5. Examples of Location Rate Changes Routinely Authorized/Approved: The member is:

a. Assigned to a PDS in an area at which sufficient housing quantities do not exist;

b. Assigned to unusually arduous sea duty and the dependents reside at or relocate to a designated place in the U.S.;

c. Assigned or is in receipt of a PCS authorization/order to a ship entering overhaul involving a home port change and dependents are not relocated incident to the home port change;

d. In receipt of a PCS authorization/order to a unit with a promulgated change of home port and dependents relocate to the announced home port (or designated place in the U.S. if appropriate) before the effective date of the home port change;

e. Disadvantaged as a result of reassignment for reasons of improving mission capability and readiness of the unit, in receipt of a PCS authorization/order between PDSs located in the same proximity, and disallowed HHG movement. See par. 5258. The Secretarial Process must issue a determination that a decision to implement this policy is in the interest of correcting an inequity incurred due to movement of the individual for purposes of improving mission capability and unit readiness;

f. Assigned to ITDY, or TDY pending further orders; or

g. Assigned to a Professional Military Education (PME) or training course that is scheduled for a duration

of one year or less.

6. Other Circumstances. The Secretary Concerned may determine that circumstances, not listed in pars. 10402-B5a through 10402-B5g, require the dependent(s) to reside separately and authorize/approve a housing allowance payment based on either the dependent's location or the old PDS. The Secretary Concerned may determine an additional reason for a BAH or OHA waiver is acceptable and the Secretarial Process may then be used to authorize/approve individual cases based on that determination.

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

C. During Leave, Travel Status, Separation, and Other Situations. See Table 10E-2 and par. 10416.

Table 10E-2: BAH or OHA, Member with Dependents Entitled to Basic Pay			
RULE	If member is	and is authorized BAH or OHA at the PDS	then BAH or OHA authorization
1	in a duty status or on authorized leave status not incident to PCS (includes accrued, advanced, or convalescent leave) [1]	Yes	continues.
2		No	does not exist.
3	on excess leave	Yes	does not exist.
4	in a duty, travel or leave status incident to PCS (includes TDY en route) [1,2]		exists unless permanent Gov't Qtrs are assigned or occupied. See par. 10416 to determine rate.
5	on TDY, not incident to PCS [1, 2]	yes	continues as long as the PDS remains unchanged, except as restricted by par. 10306-I.
6		no	does not exist.
7	AWOL, not excused as unavoidable		does not exist.
8	absent due to disease (as distinguished from injury) from alcohol or drugs, causing loss of pay	yes	continues.
9		no	does not exist. However, if Qtrs assignment at the PDS is terminated during an absence, BAH or OHA accrues on and after the termination date.
10	home on PCS awaiting further orders ICW physical evaluation board proceedings		continues until the member's retirement or discharge.

[1] The phrase, "incident to PCS," refers to whether or not the member is en route to a new PDS under a PCS authorization/order.

[2] Includes such status under a permissive travel authorization.

CHAPTER 10: HOUSING ALLOWANCES

PART E: ASSIGNMENT SITUATIONS

SECTION 3: ACQUIRED DEPENDENTS

MEMBERS ONLY

10404 ACQUIRED DEPENDENTS

A. General Rules

1. When a member acquires a dependent (marriage, birth, adoption, etc.), a with-dependent housing allowance is authorized based on the:

a. CONUS PDS to which the member is assigned. A member assigned at a CONUS PDS may request through the Secretarial Process, a housing allowance based on the dependent's residence location.

b. Dependent's location if the member is assigned at an OCONUS PDS and the dependent does not reside at or near the OCONUS PDS. If the dependent does reside at or near the OCONUS PDS, the housing allowance is based on the OCONUS PDS.

2. FSH Eligibility. Effective the date the dependent is acquired:

a. If the dependent does reside in the OCONUS PDS vicinity, then an FSH is not authorized and the member is only authorized the with-dependent housing allowance based on the OCONUS PDS.

b. If single-type Gov't Qtrs are not available for a member assigned to an OCONUS PDS, and the dependent does not reside in the PDS vicinity, then FSH is also authorized.

c. If a member assigned to an OCONUS PDS is residing in private sector quarters, and single-type Gov't Qtrs are available at the member's OCONUS PDS, FSH is not authorized.

d. Dependents may visit the member at an OCONUS PDS without changes to allowances. However, when the visit exceeds 90 consecutive days, it is no longer a visit but a change of the dependents' permanent residence. The with-dependent allowance is changed to be based on the PDS location and FSH, if being paid, stops. If dependents subsequently depart the PDS area after with-dependent allowances are changed and FSH stopped, the with-dependent allowance and FSH previously authorized are reinstated as of the dependent's departure date.

e. FSH is not authorized for a member assigned to a CONUS PDS unless the member is assigned to a PDS to which dependent travel is delayed or restricted. Par. 5136.

B. Decision Logic Table

Table 10E-3: CHANGES WHEN A MEMBER ACQUIRES DEPENDENTS					
RULE	Member Assigned	Dependents Located	Dependents Located At/Near the PDS	Gov't Qtrs Available for the Member	Then
1	Outside CONUS	In CONUS, Alaska, or Hawaii (BAH Area)	Yes	Yes	Start BAH at the with-dependent rate based on the PDS as of the date acquired
2				No	Stop BAH at the without-dependent rate as of the day before acquired. Start BAH at the with-dependent rate based on the PDS as of the date acquired
3			No	Yes	Start BAH at the with-dependent rate based on the dependent's location as of the date acquired
4				No	Stop the w/o dep allowance as of the day before acquired. Start BAH at the with-dependent rate based on the dependent's location as of the date acquired. Start FSH-B or FSH-O based on the PDS as of the date acquired
5		Outside CONUS, Alaska or Hawaii (OHA Area)	Yes	Yes	Start OHA based on the PDS as of the date acquired
6				No	Start OHA at the with-dependent rate based on the PDS as of the date acquired. Stop the without-dependent allowance as of the day before acquired
7			No	Yes	Start OHA at the with-dependent rate based on the dependent's location as of the date acquired
8				No	Start OHA at the with-dependent rate based on the dependent's location as of the date acquired. Stop the without-dependent allowance as of the day before acquired. Start FSH-B or FSH-O based on the PDS as of the date acquired
9	In CONUS	In CONUS, Alaska, or Hawaii (BAH Area)	Yes	Yes	Start BAH at the with-dependent rate based on the PDS as of the date acquired
10				No	Stop BAH at the without-dependent rate as of the day before acquired Start BAH at the with-dependent rate based on the PDS as of the date acquired
11			No	Yes	Start BAH at the with-dependent rate based on the PDS as of the date acquired [1]
12				No	Stop the without-dependent allowance as of the day before acquired Start BAH at the with-dependent rate based on the PDS as of the date acquired [1]
13	In CONUS	Outside CONUS, Alaska or Hawaii (OHA Area)	Yes	Yes	Start BAH based on the PDS as of the date acquired
14				No	Start BAH at the with-dependent rate based on the PDS as of the date acquired. Stop the without-dependent allowance as of the day before acquired
15			No	Yes	Start BAH at the with-dependent rate based on the PDS as of the date acquired [1]
16				No	Start BAH at the with-dependent rate based on the PDS as of the date acquired. [1] Stop the without-dependent allowance as of the day before acquired

[1] In unusual circumstances, the member may request BAH/OHA be based on the dependent location through the Secretarial Process.

CHAPTER 10: HOUSING ALLOWANCES

PART E: ASSIGNMENT SITUATIONS

SECTION 4: THE GOVERNMENT DEFERS DEPENDENT TRAVEL

MEMBERS ONLY

10406 THE GOVERNMENT DEFERS DEPENDENT TRAVEL

A. General Rules

1. When the Gov't defers dependents' travel at Gov't expense to a member's new CONUS/OCONUS PDS pending housing availability, a with-dependent housing allowance continues to be paid at the old PDS rate, or at the dependent location rate if the dependents relocated there at Gov't expense. In a case in which the Secretarial Process previously authorized a housing allowance based on the dependent location, that rate continues.

2. FSH-O/FSH-B for the member's location starts when the member obtains private sector housing.

3. The payment of the with-dependents allowance and FSH-O/FSH-B continues for 60 days after dependent travel is authorized. If the 60-day time period expires, dependents have not arrived at the member's PDS, and an extension to the 60-day period has not been granted through the Secretarial Process, the member is only authorized a with-dependents allowance at the PDS location with-dependent rate. A housing allowance is not authorized for the dependent location.

4. Table 10E-5 applies when an area within CONUS has been declared a concurrent dependent travel application area. See par. 5136.

B. Decision Logic Tables

Table 10E-4: Changes when Gov't Defers Dependents' Travel to an OCONUS Duty Station

RULE	Expected Travel Delay	Deps Relocated at Gov't Expense	Dependents Arrive Within 60 Days of Travel Authorization	Then
1	More Than 60 Days But Less Than 20 Weeks	No	Yes	Upon the member's departure, continue with-dependents allowance based on the old PDS. Start FSH-O/FSH-B as of the date private sector housing is acquired at the new PDS. Stop FSH as of the day before dependent arrival Stop the w/dependents allowance based on the old PDS as of day before dependent arrival. Start OHA (BAH in Alaska/Hawaii) with-dependents rate as of dependents' arrival date.
2			No	Upon member's departure, continue the with-dependents allowance based on the old PDS. Start FSH-O/FSH-B as of date private sector housing is acquired at the new PDS. Stop FSH as of day 61 after the date travel is authorized to begin Change the with-dependents allowance from based on the old PDS to based on the new PDS as of day 61.
3	20 or More Weeks	No	Yes	Upon member's departure, continue the with-dependents allowance based on the old PDS. Start FSH-O/FSH-B as of the date private sector housing is acquired at the new PDS. Stop FSH as of day before dependent arrival Stop the w/dependents allowance based on the old PDS as of day before dependent arrival. Start OHA (or BAH in Alaska or Hawaii) at the with-

Table 10E-4: Changes when Gov't Defers Dependents' Travel to an OCONUS Duty Station				
RULE	Expected Travel Delay	Deps Relocated at Gov't Expense	Dependents Arrive Within 60 Days of Travel Authorization	Then
				dependents rate as of dependents' arrival date at the member's PDS.
4			No	Upon member's departure, continue the with-dependents allowance based on the old PDS. Start FSH-O/FSH-B as of date private sector housing is acquired at the PDS. Stop FSH-O/FSH-B as of day 61 after travel is authorized to begin Change the w/dep allowance from based on the old PDS to based on the new PDS as of day 61.
5		Yes	Yes	Change the with-dependents allowance based on old PDS to a with-dependents allowance based on the designated location on the date dependents arrive at the designated location. Start FSH-O/FSH-B on the date private sector housing is acquired at PDS. Stop FSH as of day before dependent arrival Stop the with-dependents allowance based on dependents location on day before dependent arrival at the member's PDS. Start OHA (or BAH in Alaska or Hawaii) at the with-dependents rate for the member's PDS on the dependents' arrival date at the member's PDS.
6			No	Change the with-dependents allowance based on old PDS to a with-dependents allowance based on the designated location on the date dependents arrive at the designated location. Start FSH-O/FSH-B on the date private sector housing is acquired at the new PDS. Stop FSH-O/FSH-B as of day 61 after travel is authorized to begin. Change the with-dependents allowance from based on the old PDS to based on the new PDS as of day 61.

Table 10E-5: CHANGES WHEN Gov't DEFERS DEPENDENTS' TRAVEL TO A CONUS DUTY STATION				
RULE	Expected Travel Delay	Dependents Relocated at Gov't Expense	Dependents Arrive Within 60 Days of Travel Authorization	Then
1	The Old PDS is in the United States and Expected Delay is Less Than 20 Weeks	No	Yes	Upon member's departure, continue the with-dependents allowance based on the old PDS. Start FSH-B as of the date private sector housing is acquired at the new PDS. Stop FSH as of the day before dependent arrival Stop with-dependents allowance based on the old PDS as of day before dependent arrival. Start BAH at the with-dependents rate as of dependents' arrival date at the member's PDS.
2			No	Upon member's departure, continue the with-dependents allowance based on the old PDS. Start FSH-B as of date private sector housing is acquired at the new PDS. Stop FSH as of day 61 after the date travel is authorized to begin Change the with-dependents allowance from being based on the old PDS to being based on the new PDS as of day 61.
3	The Old PDS is in the United States and Expected Delay is 20 or More Weeks Or the Old PDS is Outside the United States	No	Yes	Upon member's departure, continue the with-dependents allowance based on the old PDS. Start FSH-B as of the date private sector housing is acquired at the new PDS. Stop FSH as of day before dependent arrival. Stop the w/dependents allowance based on the old PDS as of day before dependent arrival. Start BAH at the with-dependents rate as of dependents' arrival date at the member's PDS
4			No	Upon member's departure, continue the with-dependents allowance based on the old PDS. Start FSH-B as of date private sector housing is acquired at the PDS Stop FSH-B as of day 61 after travel is authorized to begin. Change the with-dependents allowance from being based on the old PDS to being based on the new PDS as of day 61.
5		Yes	Yes	Change with-dependents allowance based on old PDS to a with-dependents allowance based on the designated location on the date dependents arrive at the designated location. Start /FSH-B on the date private sector housing is acquired at PDS. Stop FSH as of day before dependent arrival. Stop with-dependents allowance based on dependents location on the day before dependent arrival at the member's PDS. Start BAH at the with-dependents rate for the member's PDS on the dependents' arrival date at the member's PDS.
6			No	Change the with-dependents allowance based on old PDS to a with-dependents allowance based on the designated location on the date dependents arrive at the designated location. Start FSH-B on the date private sector housing is acquired at the new PDS. Stop FSH-B as of day 61 after travel is authorized to begin Change the with-dependents allowance from being based on the dependents' location to being based on the new PDS as of day 61.

CHAPTER 10: HOUSING ALLOWANCES

PART E: ASSIGNMENT SITUATIONS

SECTION 5: MEMBER WITH DEPENDENTS SERVES AN UNACCOMPANIED/DEPENDENT RESTRICTED TOUR OR UNUSUALLY ARDUOUS SEA DUTY TOUR

MEMBERS ONLY

10408 MEMBER WITH A DEPENDENT SERVES AN UNACCOMPANIED/DEPENDENT RESTRICTED TOUR OR UNUSUALLY ARDUOUS SEA DUTY TOUR

A. General Rules

1. A member with a dependent who serves an unaccompanied/dependent restricted tour (see DoDI 1315.18) OCONUS or unusually arduous sea duty outside the U.S. is authorized a dependent's location-based with-dependent housing allowance, or an old PDS-based with-dependent housing allowance if the dependent remained in the residence shared with the member before PCS, did not relocate, and is not in Gov't Qtrs. See Table 10E-6 for specific situation-based rate information.

2. If single-type Gov't Qtrs are not available for assignment to the member at the OCONUS PDS, and the dependent does not reside at or near the PDS, then FSH-O/FSH-B is also authorized. A member assigned to unusually arduous sea duty is not authorized FSH since Gov't Qtrs are available for assignment.

3. A dependent may visit the member at the PDS for up to 90 consecutive days without affecting the with-dependent allowance or FSH. If the visit exceeds 90 days, the dependent is residing at the PDS and the dependent-location housing allowance and FSH stop. In this event, the member is authorized a PDS-based with-dependent allowance.

4. If the dependent subsequently departs the PDS after day 90 to establish a residence elsewhere, FSH, if otherwise payable, and the with-dependent allowance previously authorized are reinstated as of the departure day.

5. When a member serves an unaccompanied/dependent restricted tour at the first (i.e., the initial PDS when coming on active duty) PDS, payment of a with-dependent housing allowance is based on one of the locations described in par. 5116-A if the dependent has been authorized/approved to reside at one of the locations described in par. 5116-A.

6. A member transferred between unaccompanied/dependent restricted tours, whose dependent does not move, continues to be authorized a with-dependent rate based on the dependent's location.

7. A member transferred between unaccompanied/dependent restricted tours whose dependent moves from the member's prior PDS (PDS before the member was assigned on the first unaccompanied/dependent restricted tour) to a designated place, or from a designated place to another designated place if the move is authorized/ approved under par. 5120-B, is authorized a with-dependent rate based on the dependent's new location.

8. If the dependent relocates from a designated place at personal expense to any other OHA location that is not in the vicinity of the member's PDS, start OHA based on the new location effective the date private sector housing is obtained once the required documentation is provided. Stop the with-dependent allowance based on the designated place from which the dependent departed effective the day before dependent departed that location if an OHA area or the day before the dependent arrive at the new location if departing a BAH area.

9. When a member serves an unaccompanied/dependent restricted tour or is assigned to unusually arduous sea

duty, the housing allowance for the dependent's location may be authorized/approved to be effective on the date of the lease.

10. If the dependent relocates at personal expense from a designated place in a BAH area to a different location in a BAH area that is not at or near the member's PDS, continue BAH based on the previously authorized location (either old PDS or dependent location before the move). If the dependent relocates from a designated place in an OHA area to a location in a BAH area, start BAH based on the new location on the dependent's arrival date and stop the OHA the day prior to dependent's departure.

NOTE: If all of a member's dependents arrive at a member's OCONUS PDS and stay beyond 90 days, the member is not authorized OHA simply because the dependents are present. To be paid OHA the member must provide the required documentation (a completed and approved OHA report (DD Form 2367)) for private sector leased/owned housing. For BAH, see Table 10E-3.

B. Decision Logic Tables

Table 10E-6: Member with a Dependent Serves an Unaccompanied/Dependent Restricted or Unusually Arduous Sea Duty Tour			
Rule	If a member	and	then [1]
1	is assigned to an unaccompanied/ dependent restricted tour at an OCONUS PDS or unusually arduous sea duty outside the U.S.	the dependent retains the permanent residence in the U.S.	If the dependent remains at the member's old PDS, continue to pay old PDS-based BAH.
			If the dependent is at a U.S. location other than the old PDS and the member is receiving BAH based on a Secretarial waiver, continue the BAH previously being paid.
			If the dependent is at a U.S. location other than the old PDS and other than a location for which the member had a Secretarial waiver, stop old PDS-based BAH the day before the member's departure. Pay BAH Transit starting on the member's departure day until the day prior to the member's report day at the new PDS. Start BAH based on the dependent's location the day the member arrives at the new PDS.
2	is assigned to an unaccompanied/ dependent restricted tour at an OCONUS PDS or unusually arduous sea duty outside the U.S.	the dependent retains the permanent residence outside the U.S.	If the dependent remains at the member's old PDS, continue to pay old PDS-based OHA.
			If the dependent is at an OCONUS location other than the old PDS and the member is receiving OHA based on a Secretarial waiver, continue the OHA previously paid.
			If the dependent is at an OCONUS location other than the old PDS and other than a location for which the member had a Secretarial waiver, stop OHA the day before the member's departure. Pay BAH Transit starting on the member's departure day until the day prior to the member's report day at the new PDS. Start OHA based on the dependent's location the day the member arrives at the new PDS.
3	is assigned to an unaccompanied/ dependent restricted tour at	the dependent relocates the permanent residence from	If the dependent travels with the member, start dependent's location-based BAH the day one or more dependents arrive at the new residence location and stop BAH Transit the day before the dependent's arrival day.

Table 10E-6: Member with a Dependent Serves an Unaccompanied/Dependent Restricted or Unusually Arduous Sea Duty Tour			
Rule	If a member	and	then [1]
	an OCONUS PDS or unusually arduous sea duty outside the U.S.	the U.S. to another location in the U.S. at Gov't expense	If the dependent travels after the member, stop old PDS-based BAH the day prior to the member's departure. Start BAH Transit on the member's departure day and pay it through the day prior to the member's report day at the new PDS. Start the member's old PDS BAH rate the day the member reports to the new PDS and continue it until the day prior to the dependents' arrival at the new residence location. Start dependent's location-based BAH on the day one or more dependents arrive at the new residence location.
4	is assigned to an unaccompanied/ dependent restricted tour at an OCONUS PDS or unusually arduous sea duty outside the U.S.	the dependent relocates the permanent residence at Gov't expense from Outside the U.S. to the U.S.	If the dependent travels in advance of the member, start dependent's location-based BAH the day one or more dependents arrive at the new residence location. Old PDS-based OHA or BAH Transit continues through the day before the dependent's arrival day.
			If the dependent travels with the member, stop OHA the day prior to member's departure. Start BAH Transit the day the member departs the old PDS through the day prior to the dependent's arrival at the new location. Start dependent's location-based BAH the day one or more dependents arrive at the new residence location.
			If the dependent travels after the member, stop old PDS-based OHA the day prior to the member's departure. Start BAH Transit on the member's departure day and continue it through the day prior to the member's report day at the new PDS. Start old PDS-based OHA the day the member reports to the new PDS and continue it until the day prior to the dependent's departure. Start dependent's location-based BAH on the day one or more dependents arrive at the new residence location.
5	is assigned to an unaccompanied/ dependent restricted tour at an OCONUS PDS or unusually arduous sea duty outside the U.S.	the dependent relocates the permanent residence at Gov't expense from outside the U.S. to another location outside the U.S.	If the dependent travels in advance of the member, start the dependent's location-based OHA the day the dependent incurs permanent lodging costs at the new residence. Old PDS-based OHA or BAH Transit continues through the day before the day dependent's location OHA begins.
			If the dependent travels with the member, stop member's old PDS-based OHA the day prior to the member's departure. Start BAH Transit the day the member departs the old PDS. Start dependent's location-based OHA the day the dependent incurs permanent lodging costs at the new residence location and stop BAH Transit the day before the day dependent's location OHA begins.
			If the dependent travels after the member, stop old PDS-based OHA the day prior to the member's departure. Start BAH Transit on the member's departure day and continue it through the day prior to the member's report day at the new PDS. Start old PDS-based OHA the day the member reports to the new PDS and continue it until the day prior to dependent's departure. Start OHA based on the dependent's location on the day the dependent starts incurring permanent lodging costs at the new residence location.
6	is assigned to an unaccompanied/ dependent restricted tour at an OCONUS	the dependent relocates the permanent residence at Gov't expense	If the dependent travels in advance of the member, start dependent's location-based OHA the day the dependent incurs permanent lodging costs at the new residence location. Old PDS-based BAH or BAH Transit continues through the day before the day dependent's location OHA begins.

Table 10E-6: Member with a Dependent Serves an Unaccompanied/Dependent Restricted or Unusually Arduous Sea Duty Tour			
Rule	If a member	and	then [1]
	PDS or unusually arduous sea duty outside the U.S.	from the U.S. to a location outside the U.S.	If the dependent travels with the member, stop old PDS-based BAH the day prior to member's departure. Start BAH Transit the day the member departs the old PDS. Start dependent's location-based OHA the day the dependent incurs permanent lodging costs at the new residence location and stop BAH Transit the day before the day dependent's location-based OHA begins.
			If the dependent travels after the member, stop old PDS-based BAH the day prior to the member's departure. Start BAH Transit on the member's departure day and continue it through the day prior to the member's report day at the new PDS. Start old PDS-based BAH the day the member reports to the new PDS. Start dependent's location-based OHA on the day the dependent starts incurring permanent lodging costs at the new residence location and stop the old PDS BAH rate the day before the day dependent's location-based OHA begins.
7	is assigned to an unaccompanied/ dependent restricted tour at an OCONUS PDS or unusually arduous sea duty outside the U.S.	the dependent relocates the residence at personal expense while the member is serving an unaccompanied or dependent restricted tour	Pay the rate for the location in rules 1 or 2 through the day before one or more dependents arrive at the new permanent residence location if the dependent moves to an OHA area. OHA authority at the rate applicable to the new permanent residence location begins on the day one or more dependents arrive at that location.
			If the dependent relocates between BAH locations, continue BAH based on the rate for the previously authorized location (either old PDS or dependent location) before the move).
			If the dependent relocates from a designated place outside the U.S. (OHA area) to a U.S. location, discontinue previously authorized location-based OHA the day prior to the dependent's departure. Start new permanent residence location-based BAH on the day one or more dependents arrive at that location.
8	is assigned to an unaccompanied/ dependent restricted tour at a PDS outside CONUS and the member is required to perform TDY anywhere in the world, incident to a transfer to another unaccompanied or dependent restricted tour	the dependent continues to reside at the same location	Continue to pay the dependent's permanent residence location-based housing allowance.

Table 10E-6: Member with a Dependent Serves an Unaccompanied/Dependent Restricted or Unusually Arduous Sea Duty Tour			
Rule	If a member	and	then [1]
9	is assigned to an unaccompanied or dependent restricted tour at an OCONUS PDS and the member is required to perform a TDY incident to a transfer to the U. S.	the dependent continues to reside at the same location	Continue to pay a dependent's permanent residence location-based housing allowance through the day before the day the member reports to the new PDS. BAH or OHA authority at the new PDS-based rate begins on the day the member reports at that PDS.
10	is assigned to unusually arduous sea duty in the U.S.	the dependent is not residing with the member at the unit's U.S. home port	Pay BAH at the unit's U.S. home port-based rate unless the member requests through the Secretarial waiver process BAH/OHA at the old PDS-based rate (if the dependent remained in the residence shared with the member before PCS) or dependent's location.

[1] A housing allowance must not be paid if a member is assigned adequate family-type Gov't Qtrs at the PDS. Do not start the housing allowance until the member terminates the family-type Gov't Qtrs assignment.

Table 10E-7: Changes when a Member with a Dependent Serves an Unaccompanied or Dependent Restricted Tour and Dependents Visit				
RULE	Member on an Unaccompanied/Dependent Restricted Assignment	Gov't Qtrs Available	Dependents Visit for More Than 90 Days	Then
1	In Alaska or Hawaii (BAH Area)	Yes	No	No Action Required.
2			Yes	Stop the with-dependent allowance based on dependent location on day 90. Start with-dependent PDS-based allowance on day 91. If the dependent departs the PDS after day 91, to take up residence elsewhere, reinstate the dependent location-based with-dependent allowance as of the departure day.
3		No	No	Start PDS-based FSH as of the date private sector housing is acquired at the PDS.
4			Yes	Stop the dependent location-based with-dependent allowance on day 90. Stop FSH-B on day 90. Start with-dependent PDS-based BAH on day 91. If the dependent departs the PDS after day 91, to take up residence elsewhere, reinstate the dependent location-based with-dependent allowance and FSH-B as of the departure day.
5	Outside U.S., (OHA Area)	Yes	No	No Action Required.
6			Yes	Stop the dependent location-based with-dependent allowance on day 90. Start PDS-

Table 10E-7: Changes when a Member with a Dependent Serves an Unaccompanied or Dependent Restricted Tour and Dependents Visit				
RULE	Member on an Unaccompanied/Dependent Restricted Assignment	Gov't Qtrs Available	Dependents Visit for More Than 90 Days	Then
				based with-dependent OHA on day 91. If the dependent departs the PDS after day 91, to take up residence elsewhere, reinstate the location-based with-dependent allowance as of the departure day.
7		No	No	Start PDS-based FSH-O on the date private sector housing is acquired.
8			Yes	Stop the dependent location-based with-dependent allowance on day 90. Stop FSH-O on day 90. Start PDS-based with-dependent OHA as of day 90. If the dependent departs the PDS after day 91, to take up residence elsewhere, reinstate dependent location-based with-dependent allowance and FSH-O as of the departure day.

CHAPTER 10: HOUSING ALLOWANCES

PART E: ASSIGNMENT SITUATIONS

SECTION 6: EARLY RETURN OF DEPENDENTS

MEMBERS ONLY

10410 EARLY RETURN OF DEPENDENTS

A. At Gov't Expense

1. When all of a member's dependents are returned from an OCONUS PDS at Gov't expense not due to a PCS, regardless of the reason for the return, the member is authorized a housing allowance at the with-dependent rate based on the dependents' permanent residence location effective on the arrival day. If the dependents' location is in an OHA area, start OHA on the date private sector housing is acquired.

2. OHA, or BAH in Alaska or Hawaii, at the with-dependent rate for the member's OCONUS PDS stops on the day prior to the day dependent permanent residence location rate starts . If the member resides in private sector housing after the dependents' departure, and single-type Gov't Qtrs are not available (as determined by the appropriate housing authority), FSH-O/FSH-B for the member's PDS location is authorized effective on the day the dependent permanent residence location rate begins. If the member is assigned Gov't Qtrs (i.e., Gov't Qtrs are made available to the member) following dependents' departure, no housing allowance is payable for the member's PDS.

B. At Personal Expense. When all of a member's dependents are returned early from an OCONUS PDS at personal expense, the member is not authorized a second housing allowance and the with-dependent rate housing allowance based on the member's PDS continues without change (unless there is an OHA-related paperwork change). If the member vacates family-type Gov't Qtrs that were occupied by the dependents before their departure, the member is authorized a with-dependent rate allowance for the member's PDS (for OHA - starting with the paperwork date).

C. Decision Logic Table

Table 10E-8: Changes Incident to Early Return of Dependents			
RULE	Dependents Returned from OCONUS PDS	Member Assigned Family Gov't Qtrs at OCONUS PDS	Then
1	Return Is at Gov't Expense	Yes	If the dependents' location is in a BAH area, start with-dependent BAH based on dependent residence location as of the dependent's arrival date there. If the dependents' location is in an OHA area, start OHA on the date private sector housing is acquired for the dependents (as noted on the relevant paperwork). When the member terminates Gov't family-type Qtrs assignment, start FSH effective on the termination date or the date private sector housing for the member is acquired (based on the paperwork for OHA), whichever is later, if single type Gov't Qtrs are not available (i.e., not offered).
2		No	If the dependents' location is in a BAH area, start with-dependent BAH based on dependent residence location as of dependent's arrival date there. If the dependents' location is in an OHA area, start OHA on the date private sector housing is acquired (based on the paperwork). Stop the with-dependent rate based on the PDS on the day before the dependent location allowance rate starts. Start FSH-O/FSH-B the day dependent's location allowance starts if single-type Gov't Qtrs are not available (i.e., are not offered).
3	Return Is Not at Gov't Expense	Yes	No housing changes required. When the member terminates Gov'tQtrs assignment: If in a BAH area, start with-dependent BAH based on the PDS as of the termination date. If in an OHA area, start with-dependent OHA based on the PDS as of the date (based on the paperwork) private sector housing is acquired or the termination date, whichever is later.
4		No	No housing changes required.

CHAPTER 10: HOUSING ALLOWANCES

PART E: ASSIGNMENT SITUATIONS

SECTION 7: DEPENDENT TRAVEL – ADVANCE AND DELAYED

MEMBERS ONLY

10412 DEPENDENT TRAVEL - ADVANCE AND DELAYED

A. General. When a PCS order has been issued, the member's family may perform PCS travel at a different time than the member.

1. Example of Advance Travel. A member stationed in England receives a PCS authorization/order in July for reassignment to Norfolk with a November reporting date. The member's family returns in August to get settled before school starts in September.

2. Example of Delayed Travel. A member stationed in Chicago receives a PCS authorization/order in January to report to Japan in April. The member's family remains in Chicago until the school year ends in June.

B. Housing Allowance Based on Dependents' Location or Old PDS. Unless otherwise authorized/approved, a member's housing allowance is based on the PDS. A member may be authorized a housing allowance based on the location at which the dependents maintain a permanent residence, or the old PDS, if authorized/approved through the Secretarial Process. Examples of separation situations that are routinely authorized/approved at a lower level than the Service Secretary include:

1. The member is assigned to a PDS in an area in which sufficient housing quantities do not exist;

2. The member is assigned to unusually arduous sea duty and the dependents reside at or relocate to a designated place in the U. S.;

3. The member is assigned or is in receipt of a PCS authorization/order to a ship entering overhaul involving a home port change and dependents are not relocated incident to the home port change;

4. The member is in receipt of a PCS authorization/order to a unit with a promulgated change of home port and dependents relocate to the announced home port (or designated place in the U. S. if appropriate) before the effective date of the home port change;

5. The member is disadvantaged as a result of reassignment for reasons of improving mission capability and readiness of the unit, in receipt of a PCS authorization/order between PDSs located in the same proximity, and disallowed HHG transportation. See par. 5258. The Secretarial Process must issue a determination that a decision to implement this policy is in the interest of correcting an inequity incurred due to movement of the individual for purposes of improving mission capability and unit readiness.;

6. The member is assigned to indeterminate TDY, or TDY pending further orders; or

7. The member is assigned to a Professional Military Education (PME) or a training course that is scheduled for a duration of one year or less.

C. Secretarial Determinations. The Secretary Concerned may determine that circumstances, not listed in pars. 10412-B1 through 10412-B7, require the dependents to reside separately and authorize/approve a housing allowance payment based either on the dependent's location or the old PDS. The Secretary Concerned may determine an additional reason for a BAH or OHA waiver is acceptable and the Secretarial Process may then be used to authorize/approve individual cases based on that determination.

D. Rates Applicable

1. If dependents relocate, the rate applicable to the dependents' new residence location is effective on the date one or more dependents arrive there.

2. If the dependents do not relocate, the with-dependent allowance is based on the higher of the rates for the dependents' location or the member's old PDS and continues until the dependents depart the authorized/ approved location.

3. A member is generally authorized a Transit Housing Allowance while on leave and travel between PDSs. However, in situations in which the Secretary Concerned has authorized/approved an advance or delayed travel situation, the authorized/approved with-dependent allowance rate applies. In delayed travel situations, when the dependents depart the authorized/approved location, the allowance changes to the new PDS if the member has already arrived there, or changes to the Transit Housing Allowance if the member is still in transit. See par. 10416 for the Transit rate.

E. Decision Logic Tables

Table 10E-9: Changes when Dependents Travel in Advance of the Member

RULE	Deps Perform PCS Travel in Advance of the Member	New PDS Location	Assigned Gov't Qtrs at the Old PDS	Has HA for Deps Location Been Auth/App by Sec Process?	Then
1	Old PDS In U.S. (BAH Area)	New PDS In U.S (BAH Area)	Yes	Yes	Start BAH at the with-dependent rate based on the dependent's location on the arrival date, or the date Gov't quarters assignment is terminated, or effective date specified by the authorizing/ approving document, whichever is later.
2				No	Do not start BAH.
3			No	Yes	Start BAH at the with-dependent rate based on the dependent's location on the arrival date or effective date specified by the authorizing/approving document, whichever is later.
					Stop BAH based on the current PDS as of the day before BAH starts based on dependent's location.
4				No	Continue BAH based on current PDS until member's departure.
5		New PDS Outside U.S. (OHA Area)	Yes	Yes	Start OHA at the with-dependent rate based on the dependent's location on the date they obtain private sector housing at the new PDS, or the date Gov't quarters assignment is terminated, or effective date specified by the authorizing/approving document, whichever is later.
6				No	Do not start OHA.
7			No	Yes	Start OHA at the with-dependent rate based on the dependent's location on the date they obtain private sector housing or effective date specified by the authorizing/approving document, whichever is later.
					Stop BAH based on the current PDS as of the day before OHA starts based on the dependents' location.

Table 10E-9: Changes when Dependents Travel in Advance of the Member					
RULE	Deps Perform PCS Travel in Advance of the Member	New PDS Location	Assigned Gov't Qtrs at the Old PDS	Has HA for Deps Location Been Auth/App by Sec Process?	Then
8				No	Continue BAH based on current PDS until member's departure.
9	Old PDS Outside U.S (OHA Area)	New PDS In U.S (BAH Area)	Yes	Yes	Start BAH at the with-dependent rate based on the dependent's location on the arrival date, or the date Gov't quarters assignment is terminated, or effective date specified by the authorizing/approving document, whichever is later.
10				No	Do not start BAH.
11			No	Yes	Start BAH at the with-dependent rate based on the dependent's location on the arrival date or effective date specified by the authorizing/approving document, whichever is later.
					Stop OHA based on the current PDS as of the day before BAH starts based on dependent's location.
12				No	Continue OHA based on current PDS until member's departure.
13		New PDS Outside U.S (OHA Area)	Yes	Yes	Start OHA at the with-dependent rate based on the dependent's location on the date they obtain private sector housing at the new PDS, or the date Gov't quarters assignment is terminated, or effective date specified by the authorizing/approving document, whichever is later.
14				No	Do not start OHA.
15			No	Yes	Start OHA at the with-dependents rate based on the dependent's location on the date they obtain private sector housing or effective date specified by the authorizing/approving document, whichever is later.
					Stop OHA based on the current PDS as of the day before OHA starts based on the dependents location.
16				No	Continue OHA based on current PDS until member's departure.

Table 10E-10: Changes when Dependents Travel after the Member					
RULE	Deps Perform PCS Travel after the Member	New PDS Location	Assigned Gov't Qtrs at the Old PDS	Has HA for Deps Location Been Auth/App by Secr Process?	Then
1	Old PDS In U.S. (BAH Area)	New PDS In U.S. (BAH Area)	Yes	Yes	Start BAH based on the higher of the old PDS or the dependent's location rates on the date Gov't quarters assignment is terminated or the effective date specified by the authorizing/approving document, whichever is later. As of dependents departure date, change to allowance based on new PDS if member has arrived or Transit allowance if still in transit.
2				No	Start BAH based on the new PDS rate when Gov't quarters assignment is terminated if member has arrived or Transit allowance if still in transit.
3			No	Yes	Continue BAH based on the higher of the old PDS or dependent's location rates as of the member's departure date from the old PDS, or the effective date specified by the authorizing/approving document, whichever is later. As of dependents departure date, change to allowance based on new PDS if member has arrived or Transit allowance if still in transit.
4				No	Stop BAH as of the day before the member's departure.
5		New PDS Outside U.S (OHA Area)	Yes	Yes	Start BAH based on the higher of the old PDS or the dependent's location rates on the date Gov't quarters assignment is terminated or the effective date specified by the authorizing/approving document, whichever is later. As of dependents departure date, change to allowance based on new PDS if member has arrived or Transit allowance if still in transit.
6				No	Start OHA based on the new PDS rate when Gov't quarters assignment is terminated if member has arrived or Transit allowance if still in transit.
7			No	Yes	Start BAH based on the higher of the old PDS or the dependent's location rates as of the member's departure date from the old PDS, or the effective date specified by the authorizing/approving document, whichever is later. As of dependents departure date, change to allowance based on new PDS if member has arrived or Transit allowance if still in-transit.
8				No	Stop BAH as of the day before the member's departure.
9	Old PDS Outside U.S (OHA Area)	New PDS In U.S (BAH Area)	Yes	Yes	If dependents move to the new PDS after Gov't quarters are terminated, start BAH based on new PDS if member has arrived or Transit allowance if still in transit.

Table 10E-10: Changes when Dependents Travel after the Member					
RULE	Deps Perform PCS Travel after the Member	New PDS Location	Assigned Gov't Qtrs at the Old PDS	Has HA for Deps Location Been Auth/App by Secr Process?	Then
10					If dependents move to private-sector housing after Gov't quarters are terminated, start OHA based on the old PDS on the date quarters are terminated, or the date private sector housing is obtained, or the effective date specified by the authorizing/approving document, whichever is later.
					As of dependents departure date, change to BAH based on new PDS if member has arrived or Transit allowance if still in transit.
11				No	Start BAH based on the new PDS rate when Gov't quarters assignment is terminated if member has arrived or Transit allowance if still in transit.
12			No	Yes	Continue OHA based on the old PDS as of the member's departure date from the old PDS, or the effective date specified by the authorizing/approving document, whichever is later.
					As of dependents departure date, change to BAH based on new PDS if member has arrived or Transit allowance if still in transit.
13				No	Stop OHA as of the day before the member's departure.
14	Old PDS Outside U.S (OHA Area)	New PDS Outside U.S. (OHA Area)	Yes	Yes	If dependents move to the new PDS after Gov't quarters are terminated, start OHA based on new PDS if member has arrived or Transit allowance if still in transit.
15					If dependents move to private sector housing after Gov't quarters are terminated, start OHA based on the old PDS on the date quarters are terminated, or the date private sector housing is obtained, or the effective date specified by the authorizing/approving document, whichever is later. As of dependents departure date, change to OHA based on new PDS if member has arrived or Transit allowance if still in transit.
16				No	Start OHA based on the new PDS rate when Gov't quarters assignment is terminated if member has arrived or Transit allowance if still in transit.
17			No	Yes	Continue OHA based on the old PDS as of the member's departure date from the old PDS, or the effective date specified by the authorizing/approving document, whichever is later.
					As of dependents departure date, change to OHA based on new PDS if member has arrived or Transit allowance if still in transit.
18				No	Stop OHA as of the day before the member's departure.

CHAPTER 10: HOUSING ALLOWANCES

PART E: ASSIGNMENT SITUATIONS

SECTION 8: FAMILY SEPARATION HOUSING (FSH) ALLOWANCE

MEMBERS ONLY

10414 FAMILY SEPARATION HOUSING (FSH) ALLOWANCE

A. General

1. The FSH allowance is based upon a separation resulting from military/uniform orders.

2. Once a member elects to serve an unaccompanied tour, dependent transportation to the PDS is not authorized at Gov't expense.

3. FSH is payable to a member, with dependents, for added housing expenses resulting from separation from the dependents when a member is assigned to a/an

a. OCONUS PDS on an unaccompanied/dependent restricted tour, or

b. PDS in CONUS to which concurrent travel has been denied.

4. General conditions are:

a. Dependent transportation to the PDS is not authorized at Gov't expense under 37 USC §476;

b. Dependents do not reside in the PDS vicinity; and

c. Gov't Qtrs are not available for assignment to the member.

B. Rates Payable. There are two types of FSH as described in pars. 10414-B1 and 10414-B2. FSH-B is payable in a monthly amount equal to the without dependent BAH rate applicable to the member's grade and PDS. FSH-O is payable in a monthly amount up to the without dependent OHA rate applicable to the member's grade and PDS.

1. FSH – BAH Based Location (FSH-B). Payable for assignments at PDSs in Alaska and Hawaii or to a CONUS PDS to which concurrent travel has been denied and is based on the PDS location. Payment starts upon submission of proof that Gov't Qtrs are not available and the member has obtained private sector housing.

2. FSH – OHA Based Location (FSH-O). Payable for assignments at PDSs outside the U.S. and is based on the location of the PDS. Payment is under the same conditions as for OHA for a member without dependents. OHA rules for determining monthly rent (par. 10022), utility/recurring maintenance allowance (par. 10024), MIHA (par. 10026), and advances (par. 10028) apply to FSH-O.

C. When Not Payable. A member may not be paid FSH-O/FSH-B when the:

1. Member's only dependent is entitled to active duty basic pay;

2. Member has no dependents other than a dependent for whom the member is paying child support but of whom the member does not have legal custody and control. This situation is fundamentally different from a member who has a spouse and/or children. The member with spouse/children is authorized transportation of dependents under 37 USC §476, just not to the PDS because of the nature of the tour or the PDS location. The member who has a dependent solely by reason of child support is not eligible for any transportation of that dependent under 37 USC §476, because the member does not have custody and control. The ineligibility for transportation as opposed to a tour/location denial precludes payment of FSH;

3. Member is assigned to a CONUS PDS other than a PDS in CONUS to which concurrent travel has been denied; or

4. Member elects not to occupy available assigned Gov't Qtrs and resides in a private sector residence for personal convenience.

D. Temporary Social Visits by Dependents

1. FSH-O/FSH-B continues uninterrupted while the member's dependents visit at or near the member's PDS, but for no longer than 90 continuous days. Facts clearly must show that the dependents merely are visiting (not changing residence) and that the visit is temporary and not intended to exceed 90 days.

2. If, for unforeseen reasons (due to illness or other emergency), a bona fide social visit extends beyond 90 days, FSH-O/FSH-B stops at the end of the 90 day period. FSH-O/FSH-B is again authorized on the day that the dependents depart from the PDS.

3. If one or more (but not all) dependents visit for longer than 90 days and the member is authorized a with dependent housing allowance on behalf of the dependents who are not visiting the member or do not reside in the member's PDS vicinity, then the member is authorized FSH-O/FSH-B.

4. For consistent action on FSH changes with other housing allowances see par. 10408.

E. Dependents Reside in the Member's PDS Vicinity. FSH-O/FSH-B is not authorized if all of the member's dependents reside in the PDS vicinity. If some (but not all) of the dependents voluntarily reside near the PDS, FSH-O/FSH-B continues. See par. 10000-C for definition of vicinity.

F. FSH in Situations Other Than an Unaccompanied/Dependent Restricted Tour. FSH may be paid in situations other than an unaccompanied/dependent restricted tour. For situations and start stop rules see:

1. Acquired dependents. See par. 10404.

2. Gov't Caused delays. See par. 10406.

3. Early return of dependents. See par. 10410.

4. Evacuation. See par. 10426.

5. Concurrent Dependent Travel Denied in CONUS. See par. 5136.

G. Decision Logic Table

Table 10E-11: Conditions Affecting FSH Authority		
RULE	When an eligible member	Then FSH
1	Arrives at PDS outside the CONUS	Starts when private sector housing is acquired.
2	Departs upon reassignment from an OCONUS PDS	Continues through the day before the date the member departs PCS or the day the member's lease terminates, whichever occurs first
3	No longer has eligible dependent	Continues through the day before the date member no longer has an eligible dependent
4	Is assigned Gov't Qtrs	Continues through the day before the day Gov't Qtrs become available for assignment
5	Enters a non-pay status	Continues through the day before the date member enters non-pay status
6	Is on TDY away from member's PDS, including TDY within the U.S.	Continues for 60 or fewer days without certificate from member
7	Is hospitalized at or away from PDS, including hospitalization within the U.S.	
8	Is on authorized leave (accrued or advance) at, or away from, PDS, including leave within the U.S.	
9	Is in military confinement or otherwise restricted by military authority	
10	Continues in status covered by rules 6 through 9 for more than 60 days	Continues [1]

[1] Payment must be supported by member's certification that the member maintained private sector housing at the PDS.

CHAPTER 10: HOUSING ALLOWANCES

PART E: ASSIGNMENT SITUATIONS

SECTION 9: MEMBER IN TRANSIT

MEMBERS ONLY

10416 MEMBER IN TRANSIT

A. General. A Transit housing allowance (BAH-T) is a temporary housing allowance paid while a member is in a travel or leave status between PDSs, provided the member is not assigned Gov't Qtrs while at the old or new PDS. BAH-T continues during proceed time and authorized delays en route, including TDY en route. If the member performs TDY en route at:

1. The new PDS, BAH or OHA for the new PDS begins the day of arrival in a "TDY" status at the new PDS.

2. A location near, but outside the limits of, the new PDS or to the home port of a ship, afloat staff, or afloat unit. Per diem stops IAW par. 5046. BAH or OHA for the new PDS begins the day per diem stops.

B. Old PDS in the U.S. A member's old PDS is the PDS for BAH purposes from the day the member departs the old PDS through the day before the member reports to the new PDS in compliance with a PCS order (if the member had been residing in Gov't Qtrs at the old PDS, the member is authorized BAH as of the Gov't Qtrs termination date). Tables 10E-12, 10E-16 and 10E-17 for further guidance.

C. Old PDS outside the U.S. When a member's old PDS is outside the U.S., the member is authorized OHA (if not assigned Gov't Qtrs) through the day before departing the OCONUS PDS. The day the member departs OHA is no longer authorized and the member is authorized BAH-T if the member is not receiving a with-dependent housing allowance for dependents residing separately. If the member is being paid a with-dependent rate BAH for dependents residing separately, that BAH rate continues until the member arrives at the new PDS. If the member is being paid a with-dependent rate OHA for dependents residing separately, that OHA rate continues provided the dependents remain at the OCONUS location. If the dependents also perform PCS travel, BAH-T applies.

D. New Accession

1. Definition. A member in the accession pipeline includes a:

a. Member who is undergoing initial entry training, to include an RC member;

b. Student (includes ROTC and OCS) without prior Military Service; see NOTE below.

c. Service academy graduate upon graduation, until arrival at the first PDS. See NOTE below.

The member remains in the accession pipeline until:

a. the member arrives at a PDS, including a training location of 20 or more weeks; or

b. an RC member completes entry-level training or arrives at a PDS, whichever occurs first.

2. Member without a Dependent. A member without a dependent in the accession pipeline is authorized BAH-T when in a travel, leave en route or proceed time status while transferring from the initial entry training location, between training locations and to the first PDS. For BAH authorization only (not locality rate), the training sites are defined as a PDS except for an RC member without a dependent. A member without a dependent is not authorized BAH (except BAH-Partial) while at the training locations since Gov't Qtrs are assigned at the PDS. Effective 1 February 2008, an RC member without a dependent attending accession

training is authorized BAH or OHA based on the primary residence location at the time called/ordered to active duty if the member maintains a residence and continues to be responsible for rent, or owns the residence.

NOTE: A Service academy and ROTC graduate without a dependent, who remains on active duty at the graduation/ commissioning location following graduation and commissioning before proceeding to another duty station and is not assigned Gov't Qtrs, is authorized a housing allowance at the without-dependent rate for the graduation/commissioning location through the day prior to departure en route to the training location. If the officer acquires a dependent, the officer's housing allowance with-dependent rate becomes based on the dependent location effective the date the dependent is acquired.

3. Member with a Dependent The BAH rate for a new accession with a dependent is based on the dependent's location if the location is inside the U.S. If dependent is located outside the U.S., BAH is based on the training site location.

E. Retirement or Separation

1. From a U.S. PDS. A member's old PDS is the PDS for BAH purposes from the day the member departs the old PDS through the separation or retirement date (if the member had been residing in Gov't Qtrs at the old PDS, the member is authorized BAH on Gov't Qtrs termination date provided the member is still on active duty). See Table 10E-12 for further guidance.

2. From a PDS outside the U.S.

a. Remains outside the U.S. A member at a PDS outside the U.S., who is processing for retirement or separation or on leave after processing, and who intends to establish a residence in an OHA based area after retirement or separation, is eligible for a housing allowance (OHA):

(1) If the member continues to occupy private sector leased/owned housing at or in the PDS vicinity OHA continues until the date of separation or retirement.

(2) If the member occupies private sector leased/owned housing after vacating Gov't Qtrs or moves to different private sector housing in the same country, OHA starts on the day the member obtains private sector housing and stops on the date of separation/retirement. In this case, OHA is based on the PDS rate.

(3) If a member at an OCONUS PDS moves to a different country, which is an OHA area, to establish a residence after separation/retirement, the member is eligible for a housing allowance based on the residence location. OHA starts on the day the member obtains private sector housing and stops on the date of separation/retirement. However, if the member is being paid a with-dependent rate OHA for dependents residing separately, that OHA rate continues provided the dependents remain at the OCONUS location.

To be paid OHA under any of the circumstances in par. 10416-E2 above, the member must provide a lease and an Individual Overseas Housing Allowance (OHA) Report (DD Form 2367) that is completed and approved.

b. Returns to a U.S. Processing Station. A member separating/retiring at a PDS outside the U.S. who returns to the U.S. for retirement or separation processing is authorized OHA (if not assigned Gov't Qtrs) through the day before departing the OCONUS PDS. The day the member departs, OHA is no longer authorized and the member is authorized the BAH rate for the retirement/ separation processing location if the member is not receiving a with-dependent housing allowance for dependents residing separately. If the member is being paid a with-dependent BAH rate for dependents residing separately, that BAH rate continues until the member separates or retires. NOTE: NOAA's Marine and Aviation Operations and Commissioned Personnel Centers are processing stations for NOAA.

c. Returns to the U.S. after Completing Separation or Retirement Processing Overseas. A member retiring/

separating at a PDS outside the U.S. who returns to the U.S. after completing retirement/separation processing at the overseas PDS, and who does not have a processing location within the U.S. is authorized OHA (if not assigned Gov't Qtrs) through the day before departing the OCONUS PDS. The day the member departs, OHA is no longer authorized and the member is authorized the BAH rate for the leave address provided as part of the final processing if the member is not receiving a with-dependent housing allowance for dependents residing separately. If the member is being paid a with-dependent rate BAH for dependents residing separately, that BAH rate continues until the member separates or retires.

F. Decision Logic Table

Table 10E-12: Member in Transit			
Rule	If the member	and	then [1,2,3]
1	is en route PCS	from a PDS in the U.S.	Continue old PDS-based BAH through the day before the day the member reports to the new PDS, to include TDY en route. New PDS-based BAH or OHA authority begins on the day the member reports to the new PDS.
2		from a PDS outside the U.S.	Start the Transit rate beginning the day the member departs an OHA area through the day before the day the member reports to the new PDS, to include TDY en route. New PDS-based BAH or OHA authority begins on the day the member reports to the new PDS.
3	is en route PCS but was not paid BAH or OHA at the old PDS because Gov't Qtrs were assigned	from a PDS in the U.S.	Start the old PDS-based BAH beginning the day the member terminates Gov't Qtrs and the new PDS rate the day the member reports to the new PDS.
4		from a PDS outside the U.S.	Start the Transit rate the day the member departs the old PDS through the day before the member reports to the new PDS. Start new PDS-based BAH rate or OHA beginning the day the member reports to the new PDS.
5	new accession – newly inducted, enlisted, reenlisted, or an officer candidate	the member has dependents located in the U.S.	Start dependent location-based BAH beginning the date of enlistment, entry on active duty or date active duty pay begins through the day before the day the member reports to the first PDS (including a training location for 20 or more weeks). Start the PDS rate beginning the day the member reports to the first PDS.
6		the member has dependents located outside the U.S.	Start training location-based BAH beginning the date of enlistment, entry on active duty or date active duty pay begins through the day before the day the member reports to the first PDS (including a training location for 20 or more weeks). Start the PDS rate beginning the day the member reports to the first PDS.
7	is a new accession in the pipeline in a travel, leave en route or proceed time status while transferring from the initial training location, between training locations and to the first PDS	the member has no dependent	Start the Transit rate when the member is in a travel status between duty/training stations and start the new PDS-based BAH or OHA rate the day the member reports to the new PDS (including a training location for 20 or more weeks). For an RC member, pay BAH or OHA based on the primary residence location at the time called/ ordered to active duty for the accession training duration if the member maintains a residence and continues to be responsible for rent, or owns the residence.
8		the member is with	For dependents located in the U.S., continue

Table 10E-12: Member in Transit			
Rule	If the member	and	then [1,2,3]
		dependents	dependent location-based BAH through the day before the day the member reports to the new PDS. The first PDS BAH or OHA rate begins the day the member reports to the first PDS. For dependents located outside the U.S., continue training site location-based BAH through the day before the day the member reports to the new PDS. The first PDS rate begins the day the member reports to the first PDS.
9	New accession – Academy or ROTC graduate remaining at the graduation/ commission location awaiting follow-on training and not assigned Gov't Qtrs	the member has no dependents	Pay graduation/commission location-based BAH through the day prior to departure en route to the training location. The Transit rate applies thereafter. Rule 7 above.
10	is in leave status away from PDS awaiting final discharge from a PDS in the U.S.		Continue old PDS-based BAH through the date of discharge.
11	is processing for separation or retirement	from a PDS in the U.S.	Continue old PDS-based BAH through the date of separation or day before effective date of retirement.
12		from a PDS outside the U.S. with a processing location in the U.S.	Start retirement/separation processing location-based BAH beginning the day the member departs the PDS through the date of separation or day before effective date of retirement. If the member is being paid a dependent location-based BAH, continue that BAH rate through separation/retirement date.
13	is processing for separation or retirement	from a PDS outside the U.S. and returns to U.S. after processing OCONUS	Start BAH based on the leave address provided as part of the final out-processing beginning the day the member departs the PDS through the date of separation or day before effective date of retirement. If the member is being paid a dependent location-based BAH, continue that BAH rate through separation/retirement date.
14		from a PDS outside the U.S. and remains at PDS outside U.S.	Continue OHA based on the PDS outside the U.S. provided the member continues to occupy private sector leased/ owned housing.
15		from a PDS outside the U.S. and member remains OCONUS but moves to a different country	Stop OHA based on the PDS when the member stops paying rent or when the member departs the PDS area and start OHA based on the OCONUS location the member moves to establish a residence on the day the member obtains private sector housing. Continue OHA through the date of separation or day before effective date of retirement. If the member is being paid a dependent location-based OHA, continue that OHA rate through separation/retirement date provided the dependents remain at the OCONUS location.
16	is participating in the Educational Leave Program Relating to Continuing Public and Community Services		Start designated unit of assignment-based BAH/OHA during scheduled school breaks or leave periods (only when the member is authorized BAH/OHA).

Table 10E-12: Member in Transit			
Rule	If the member	and	then [1,2,3]
17	in receipt of an appropriate authorization/order associated with a prolonged hospitalization determination	the member was transferred from any PDS to a hospital in the U.S. for observation or treatment	Start (for a member authorized BAH) hospital location-based BAH.

[1] The member is not authorized BAH/OHA if assigned Gov't Qtrs adequate for the member (and dependent(s) if applicable). Start BAH/OHA effective the date of Qtrs termination, if applicable.

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

[3] Payment of OHA requires a lease agreement or a verifiable purchase price.

CHAPTER 10: HOUSING ALLOWANCES

PART E: ASSIGNMENT SITUATIONS

SECTION 10: UNUSUAL MEMBER STATUS

MEMBERS ONLY

10418 MEMBER IN A MISSING STATUS

A. Member without Dependent. A member without a dependent carried in a missing status is authorized without-dependent BAH. Pay PDS location-based without-dependent BAH for a member whose PDS is in the U.S. If the member had a Secretarial waiver to receive former PDS-based BAH due to a low-cost or no-cost PCS (par. 10400-B), that Secretarial waiver-based BAH rate continues. Pay HOR location-based without-dependent BAH for a member whose PDS is outside the U.S. If both the member's HOR and PDS are outside the U.S. then pay the without-dependent BAH-Transit rate. See DoD FMR, Vol. 7A, par. 340302.

B. Member with Dependent. A member with dependent continues to receive the housing allowance to which authorized upon entering the missing status. If the dependent relocates, pay the dependent's location-based with-dependent housing allowance.

10420 MEMBER IN CONFINEMENT

When a member who is serving a court-martial sentence to confinement is transferred to a confinement facility, then the BAH/OHA rate is based on the dependent's location if the member is authorized a housing allowance (other than partial BAH) while confined. See DoD FMR, Vol. 7A, Chapter 1. For FSH, see, Table 10E-11, rule 9. For a member without dependent who is sentenced to confinement pursuant to a court-martial, see Table 10E-1, rule 22 and pars. 10010-B7 and 10010-B8 for BAH-partial rules. Table 10E-11, rule 9, Table 10E-1, rule 22 and pars. 10010-B7 and 10010-B8 do not apply to a member in civil or foreign confinement. A member is not authorized a housing allowance unless authorized basic pay and all rules concerning whether a member in civil or foreign confinement (including pre-trial) is authorized basic pay are covered in DoD FMR, Vol. 7A, Chapter 1.

CHAPTER 10: HOUSING ALLOWANCES

PART E: ASSIGNMENT SITUATIONS

SECTION 11: HOUSING ALLOWANCE FOLLOWING MEMBER'S DEATH

MEMBERS ONLY

10424 HOUSING ALLOWANCE FOLLOWING A MEMBER'S DEATH

A. General. BAH or OHA continuation, or payment, to the surviving dependents of a member (see App A) who dies on active duty is authorized for 365 days. It is paid to the dependents when on the date of the member's death the dependents:

1. Do not occupy Gov't Qtrs.

2. Are occupying Gov't Qtrs on a rental basis.

3. Vacate Gov't Qtrs within 365 days of the member's death.

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

1. A dependent who killed the member, unless there is evidence which clearly absolves the dependent of any felonious intent.

2. A surviving dependent of an RC member if that member dies while on inactive duty.

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

1. Current spouse,

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

D. Payment Amount and Method

1. General. The housing allowance is paid in the same amount and in the same manner as the deceased member would have been paid. The housing allowance may be paid quarterly as an advance payment but must be reconciled. Housing allowance payments to the dependents are not subject to collection of any debts owed by the deceased member to the United States. If the deceased member's spouse is also a member see par. 10424-E.

2. Examples

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

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

E. Payment to a Deceased Member's Spouse Who is also a Member (Surviving Member Spouse) (37 USC §403(l)). The allowance in par. 10424-A may be paid to a deceased member's spouse even though the spouse is also a

member entitled to basic pay. For a member who dies on or after 1 October 2006, the allowance is paid to the surviving member spouse in addition to any other pay and allowances to which the surviving member spouse is authorized as a member. Pars. 10424-A, 10424-B, 10424-C and 10424-D apply.

Transition Rule: New payment rules for surviving member spouses are effective 1 October 2006. Payment is authorized under the new authority for that portion of the 365 day period following the date of the member's death that occurs on/or after 1 October 2006. The payment rules in par. 10424-E1 below apply to these payments; however, since payments under prior rules may have been made in advance and in some cases dependency of children for housing allowance purposes automatically changed to the surviving spouse, claims for retroactive periods must be individually submitted to and adjudicated by each Service.

1. Payment Rules. The following rules apply:

   a. Dual housing allowance payments are authorized for a surviving member spouse.

   b. When dependents other than a surviving member spouse are involved, the housing allowances are paid in the same manner that was provided for prior to the member's death. If the surviving member spouse was drawing the without dependent housing allowance on the member's date of death, that rate would continue for 365 days. On day 366, the surviving member spouse's housing allowance could change to the with-dependent rate.

   c. If the family vacates Gov't Qtrs, the surviving member spouse is paid the housing allowance that would have been paid to the deceased member as well as the housing allowance to which the surviving member spouse is authorized. In this case, the surviving member spouse may determine on whose behalf the with- and without-dependents housing allowances are paid (i.e., which member 'claims' the dependents for housing allowance purposes).

   d. If the deceased member was receiving a with-dependent rate housing allowance solely for dependents who may not be claimed by the surviving member spouse, the surviving member spouse is only authorized housing allowance continuation at the without-dependent rate. The remainder, the difference between the with- and without-dependent rates, is divided equally among the dependents on whose behalf the deceased member was receiving the with-dependent rate. For example, this rule would apply the deceased member and surviving member spouse who lived in separate locations and each received a with-dependent housing allowance for children from previous marriages, but claimed no children from the current marriage. Each would have been drawing a with-dependent housing allowance.

2. Examples

   a. A member dies on 1 April 2007 while stationed OCONUS. The surviving member spouse is stationed at Location A in CONUS and receiving without-dependent rate BAH. The couple had no other dependents. Continue the surviving member spouse's BAH at the without-dependent rate for Location A. Also pay the surviving member a without-dependent Location A BAH at the rate the deceased member would have received from 2 April 2007 through 31 March 2008 (2008 is a leap year). If 2008 had not been a leap year, the housing allowance termination would be 1 April 2008.

   b. A member dies on 3 May 2007. The deceased member was drawing BAH at the with-dependent rate. The surviving member spouse was drawing BAH at the without-dependent rate. The couple had children from the current marriage. The surviving member spouse continues to receive BAH at the without-dependent rate and also receives a with-dependent rate BAH that the deceased member would have received from 4 May 2007 through 2 May 2008 (2008 is a leap year). On 3 May 2008 the surviving member spouse begins receiving BAH at the with-dependent rate.

   c. A member dies on 3 May 2007. The deceased member was drawing without-dependent rate BAH. The surviving member spouse was drawing the with-dependent rate BAH. The surviving member spouse continues to receive the with-dependent BAH and also receives a without-dependent BAH that the deceased member would have received from 4 May 2007 through 2 May 2008 (2008 is a leap year).

d. A member dies on 30 January 2007. The deceased member was drawing with-dependent BAH for payment of child support for children from a previous marriage. The deceased member was married to another service member and there were no children of that marriage. The surviving member spouse was drawing without-dependent BAH. The surviving member spouse continues to receive the without-dependent BAH and also receives a without-dependent rate BAH that the deceased member would have received from 31 January 2007 through 30 January 2008. The remainder of the deceased member's BAH (the difference between the with-and-without-dependent BAH rates) is divided equally among the dependents on whose behalf the deceased member was receiving the with-dependent BAH.

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

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

F. Decision Logic Table

Table 10E-13: Rate Defining Location			
RULE	If a member with dependents dies on active duty	and	then the payable housing allowance rate the dependents receive is that which is prescribed for the
1	while assigned to a U.S. PDS		deceased member's PDS regardless of the location at which the dependents choose to reside (unless the dependents are in receipt of a Secretarial waiver).
2	while assigned to a PDS outside the U.S.		location at which the dependents reside or choose to reside in the U.S. If the dependents stay overseas, the housing allowance is based on the OHA rate (and documented cost) for the location at which the dependents reside and then reverts to BAH at the U.S. location at which the dependents later decide to reside, on the date one or more dependents arrive at the U.S. location at which they choose to reside or the date all dependents have departed the PDS location, whichever is later. Authority exists for 365 days after the member's death.
3		dependents reside in Gov't Qtrs	dependent location the day the Gov't housing facilities were vacated and that rate continues for 365 days less the number of days the Gov't housing facilities were occupied following the date of the member's death. If Gov't housing was outside the U.S., pay the housing allowance based on the location at which the dependents choose to reside.

CHAPTER 10: HOUSING ALLOWANCES

PART E: ASSIGNMENT SITUATIONS

SECTION 12: EVACUATION OF A MEMBER'S PDS

MEMBERS ONLY

10426 EVACUATION OF A MEMBER'S PDS

A. Member with Dependents

1. OCONUS PDS - Command Sponsored (for COLA purposes) Dependents

a. A member, whose command sponsored dependents are evacuated and who was authorized a with-dependent housing allowance on the evacuation date, continues to be paid such allowance while the member's PDS remains unchanged and the member continues to maintain private sector housing, as long as the command-sponsored dependents are receiving evacuation allowances.

b. If dependents' return to the PDS is not authorized/approved, they are directed to select a designated place and continue to receive evacuation allowances until they establish a permanent residence. A member is authorized a with-dependents allowance based on the designated place location beginning the day after evacuation allowance per diem terminates and OHA/BAH based on the OCONUS PDS stops on the day before.

c. If Gov't Qtrs are not available for the member at an OCONUS PDS, start FSH based on the PDS on the same day as the with-dependent allowance based on the designated place starts.

2. OCONUS PDS - Non-Command Sponsored Dependents

a. If the evacuation occurs less than 90 days after dependents arrived at the member's OCONUS PDS and the member is still being paid a with-dependent allowance based on the dependent's permanent residence (designated place) location and FSH-O/FSH-B based on the OCONUS PDS rate; no changes in housing allowances are required.

b. If the evacuation occurs 90 or more days after dependents arrived at the member's OCONUS PDS and the member is now being paid a with-dependent allowance based on the OCONUS PDS, see par. 10408, reinstate OHA/BAH based on the dependents' prior permanent residence (designated place) location on the dependents' departure day from the PDS. Reinstate FSH on the same day if Gov't Qtrs are not available for the member, and stop the OHA/BAH based on the OCONUS PDS on the day before.

3. CONUS PDS

a. A member, whose dependents are evacuated and who was authorized a with-dependent BAH on the evacuation date, continues to be paid such allowance while the member's PDS remains unchanged and the member continues to maintain private sector housing, as long as the dependents are receiving evacuation allowances.

b. If return of dependents to the PDS is not authorized/approved, they are directed to select a designated place and continue to receive evacuation per diem until they establish a permanent residence. A member is authorized a with-dependents allowance based on the designated place location beginning the day after evacuation allowances terminate and BAH based on the PDS stops the day before.

B. Member without Dependents. A member without a dependent, who was authorized OHA/BAH at the PDS on the date an evacuation is ordered or authorized and who continues to maintain a private sector residence, continues to be authorized such allowances even though the member temporarily may be required to occupy Gov't Qtrs for all or any portion of the period involved, or be sent TDY. When the commanding officer believes the member will not be permitted to return to the private sector housing in the foreseeable future, the commander must encourage the member to terminate the private sector housing at the earliest practical date and terminate OHA/BAH concurrent with the private sector housing termination.

C. Decision Logic Tables

Table 10E-14: Changes Incident to an Evacuation from an OCONUS PDS

RULE	Dependents Evacuated from PDS	Member Assigned Quarters at the PDS	Dependents Authorized to Return to the PDS	Then
1	Dependents Are Command Sponsored for OCONUS COLA	Yes	Yes	No housing actions required.
2			No	Start with-dependent allowance based on the dependent-designated place as of day following termination of evacuation allowances.
3		No	Yes	No housing allowance actions required.
4			No	Start with-dependent allowance based on the dependent-designated place as of day following termination of evacuation allowances.
				Stop with-dependent allowance based on the PDS as of day prior to the day the allowance based on the designated place starts.
				Start FSH-O/FSH-B on the day the allowance based on the designated place starts.
5	Dependents Are Not Command Sponsored for OCONUS COLA	Yes	N/A	If a with-dependent allowance is being paid based on the dependent's designated place (visit 90 days or less), no action required.
6				If the with-dependent allowance has been changed to be based on the PDS (visit more than 90 days): a. Start a with-dependent allowance based on dependent's designated place on the day the dependents depart the PDS. b. Stop with-dependent allowance based on the PDS as of day prior to the day dependents depart the PDS.
7		No		If a with-dependents allowance is being paid based on the dependent's designated place (visit 90 days or less), no action required.
8				If the with-dependents allowance has been changed to be based on the PDS (visit more than 90 days): a. Start a with-dependent allowance based on dependent's designated place on the day the dependents depart the PDS. b. Stop with-dependent allowance based on the PDS as of day prior to the day dependents depart the PDS. c. Start FSH based on the PDS on the date the dependents depart the PDS if Gov't Qtrs are not available for the member.

Table 10E-15: Changes Incident to an Evacuation from a CONUS PDS

Rule	Dependents Evacuated from PDS	Member Assigned Qtrs at the PDS	Deps Auth Return to the PDS	Then
1	Yes	Yes	Yes	No housing actions required.
2			No	Start with-dependent allowance based on the dependents' designated place as of day following evacuation allowances termination.
3		No	Yes	No housing allowance actions required.
4			No	Start with-dependents allowance based on the dependents' designated place as of day following termination of evacuation allowances.
				Stop with-dependents BAH based on the PDS as of day prior to the day the allowance based on the designated place starts.

CHAPTER 10: HOUSING ALLOWANCES

PART E: ASSIGNMENT SITUATIONS

SECTION 13: RESERVE COMPONENTS

MEMBERS ONLY

10428 RESERVE COMPONENTS

A. Order Duration. An RC member called/ordered to active duty for 30 or fewer days is authorized the RC rate (BAH-RC), except for contingency operations as provided in par. 10428-B or for an AGR member as provided in par. 10428-C. A member called/ordered to active duty for more than 30 days, except a member without-dependent during initial entry training, is authorized BAH/OHA. An RC member initially on a tour of 30 or fewer days who receives an order modification or assignment extension with a prospective (new) active duty period of more than 30 days receives BAH/OHA on the modification date. Do not add periods of active duty previously served to obtain the more than 30-day requirement (Table 10E-16 and par. 10428-E). See par. 10416-D for the rate for a member in accession pipeline travel.

B. Contingency Operation. An RC member called/ordered to active duty in support of a contingency operation is authorized BAH/OHA for the duration of the tour. If the RC member receives a PCS order authorizing HHG transportation, BAH/OHA is based on the new PDS. However, if the member is called or ordered to active duty and a PCS order is not issued, BAH/OHA rate is based (paid) on the primary residence location at the time called/ ordered to active duty except for an AGR as prescribed in par. 10428-C.

Effective 3 April 2013
C. AGR. An AGR member's BAH/OHA is based on the PDS, even when the member is mobilized for active duty other than AGR duty provided the member does not have a break in service. The PDS rate applies for the duration of the tour. If the AGR member receives a PCS order authorizing HHG transportation, BAH/OHA is based on the new PDS. However, if the member is called or ordered to active duty without a break in service and a PCS order authorizing HHG transportation is not issued, BAH/OHA rate is based (paid) on the PDS location at the time called/ ordered to active duty.

1. Break in Service Definition. A break in service occurs when one or more calendar days between active service periods do not qualify as active service.

2. AGR with Break in Service. If an AGR member has a break in service when called to active duty for other than AGR duty, then the member is paid a housing allowance as for any other RC member (e.g., primary-residence rate).

3. Transition. An AGR member mobilized for active duty other than AGR duty before 3 April 2013 receiving BAH/OHA based on primary residence continues to receive that rate until the member transitions to AGR duty. However, the Secretarial Process may approve BAH/OHA based on the PDS rate effective 3 April 2013 for an AGR member mobilized for active duty other than AGR duty without a break in active service prior to 3 April 2013 if it would be inequitable or unfair to continue paying primary residence based BAH/OHA.

D. Member Married to Member. Unless pars. 10428-B or 10428-C above applies, an RC member married to another member on active duty, without dependents, not assigned to Gov't Qtrs, is authorized the Reserve rate at the without-dependents rate, when called to active duty for fewer than 30 days. For such an RC member on active duty for more than 30 days, each member is authorized BAH/OHA at the without-dependent rate. If such a member has dependents, BAH/OHA is paid as for an active duty member.

E. Location Rate

1. Called/Ordered to Active Duty for More Than 30 Days. An RC member called/ ordered to active duty for more than 30 days, except a member without dependents during initial entry training, is authorized primary residence-based BAH/OHA beginning on the first active duty day. This rate continues for the tour duration except as noted below.

a. Called/Ordered to ADT for 140 or More Days and Authorized HHG Transportation. Except as provided in par. 10428-E2, the initial rate terminates on the day before the day the member reports at the duty location prescribed in the active duty order. Authority for PDS location-based BAH/OHA begins on the day the member reports at that location. A member called/ordered to ADT for 140 or more days at one location is authorized BAH/OHA in the same manner as a member already on active duty.

b. Called/Ordered to ADT for 140 or More Days but Not Authorized HHG Transportation. If the member is not authorized HHG transportation (e.g., duty is not performed for 140 or more days at one location or there is a Secretarial waiver for the school IAW par. 032201), the member continues to receive BAH/OHA based on the member's primary residence (at the time called/ordered to active duty) except IAW par. 10428-E1e.

c. Called/Ordered to Active-Duty-for-Other-Than-Training for More Than 180 Days and Authorized HHG Transportation. Except as provided in par. 10428-E2, the initial rate terminates on the day before the day the member reports at the duty location prescribed in the active duty order. Authority for PDS location BAH/OHA begins on the day the member reports at that location. A member called/ordered to active-duty-for-other-than-training for more than 180 days at one location is authorized BAH/OHA in the same manner as a member already on active duty.

d. HHG Transportation. An RC member called/ordered to active-duty-for-other-than-training for more than 180 days:

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

(2) At a location other than the member's primary residence location (at the time called/ordered to active duty) but authorized TDY allowances IAW par. 030302-B2c, or

(3) At a location to which the member commutes from the member's primary residence (at the time called/ordered to active duty), or

(4) At an OCONUS location for a prospective period of less than 12 months,

and not authorized PCS HHG transportation IAW Ch 5, Part A5, continues to receive primary residence-based BAH/OHA except as provided in par. 10428-E1e.

e. Member Without Dependents OCONUS. An RC member without dependents or who has no dependents other than for whom the member is paying child support and that member is not authorized FSH IAW par. 10414:

(1) authorized PCS allowances to an OCONUS location, and

(2) not authorized PCS HHG transportation due to a prospective period of less than 12 months (par.5194), and

(3) Gov't Qtrs are not available at the PDS

receives BAH/OHA based on the primary residence. If Gov't Qtrs are available for assignment to the member at the PDS, the member receives only primary residence-based BAH/OHA. However, the Service

may determine that it is inequitable to pay a housing allowance based on the primary residence. The Secretarial Process may authorize/approve a housing allowance based on the PDS.

HHG transportation under a TDY order IAW par. 020501, does not affect this housing allowance authority. See par. 10414 for a possible FSH allowance if the RC member is assigned PCS OCONUS.

2. Called/Ordered to Active Duty for a Contingency. A member called/ordered to active duty in support of a contingency operation is authorized primary residence-based BAH/OHA beginning on the first active duty day. This rate is authorized even for duty of fewer than 31 days. This rate continues for the duration of the tour unless the member is authorized PCS HHG transportation in which case the PDS rate would apply on the day the member reports to the PDS.

F. BAH Rate Protection. BAH for an RC member is rate protected IAW par. 10004 provided the member does not have a break in active service of one or more calendar days. This includes transitions in service status from AGR duty to other active duty and back to AGR duty, or beginning a new active duty order or order extension without a break in active service.

G. Decision Logic Tables

Table 10E-16: Reserve Component Member

RULE	If member is [1,2]	PCS HHG Transport Authorized	Duty in Support of Contingency Operation	Then [3]
1	Called/Ordered to Active Duty for Training for More Than 30 But Fewer Than 140 Days	No	No	Start primary residence-based BAH/OHA at the time called/ ordered to active duty for training beginning on first active duty day.
2	Called/Ordered to Active Duty for Other Than Training for More Than 30 But for 180 or Fewer Days	No	No	Start primary residence-based BAH/OHA at the time called/ordered to active duty beginning on first active duty day.
3	Called/Ordered to Active Duty for Training for 140 or More Days or Other Than Training for More Than 180 Days	Yes	No	Start primary residence-based BAH/OHA at the time called/ordered to active duty/active duty for training beginning on first active duty day through the day before arrival day at PDS. PDS location-based BAH/OHA begins on the day the member reports to PDS. [4]
4		Yes	Yes	Start primary residence-based BAH/OHA at the time called/ ordered to active duty/active duty for training beginning on first active duty day through the day before arrival day at PDS. PDS location-based BAH/OHA begins on the day member reports to PDS. [4]
5		No	No	Start primary residence-based BAH/OHA at the time called/ ordered to active duty beginning on first active duty day. [5]
6		No	Yes	Start primary residence-based BAH/OHA at the time called/ ordered to active duty beginning on first active duty day.
7	Called/Ordered to	No	No	Start BAH-RC beginning on first active duty day.

Table 10E-16: Reserve Component Member				
RULE	If member is [1,2]	PCS HHG Transport Authorized	Duty in Support of Contingency Operation	Then [3]
8	Active Duty for 30 or fewer Days	No	Yes	Start primary residence-based BAH/OHA at time called/ ordered to active duty beginning on first active duty day.
9	Injured or physically disabled while on active duty/inactive duty training, author incapacitation pay [6] (including BAH/OHA) under DoDD 1241.01)			Start primary residence-based BAH/OHA beginning on the date the member becomes entitled to incapacitation pay. [7]
10	AGR member mobilized for active duty without a break in service	No	Yes or No	Continue BAH/OHA based on AGR PDS.
11	AGR member mobilized for active duty without a break in service	Yes	Yes or No	Continue BAH/OHA based on AGR PDS. New PDS location-based BAH/OHA begins on the day member reports to new PDS.

[1] A DoD retired member ordered to active duty is authorized the same housing allowances as an RC member.

[2] If the RC member receives an order modification or amendment extending the assignment, the prospective (new) active duty period determines authority. If the prospective new period is more than 30 days, BAH-RC would stop the day before the amendment/modification and primary residence-based BAH/OHA would start on the modification date. If the prospective period is 140 or more days for training or over 180 days and PCS HHG are authorized, the BAH-RC or primary residence-based BAH/OHA would stop the day before the modification/amendment and PDS-based BAH/OHA would begin on the modification date.

[3] A lease agreement or verifiable purchase price is required before OHA payment.

[4] OHA/BAH is not authorized for a member assigned adequate (to member's grade and dependency status) Gov't Qtrs at the PDS.

[5] An RC member without dependents authorized PCS allowances to an OCONUS location, but not authorized HHG transportation, and Gov't Qtrs are not available, receives BAH/OHA based on the primary residence rate, unless the Secretarial Process authorizes/approves the PDS rate, IAW par. 10428-E1e.

[6] The condition must be a result of an injury, illness, or disease incurred or aggravated In line of duty while performing:

a. Active duty;

b. Inactive-duty training (other than work or study ICW a correspondence course of an armed force or attendance in an inactive status at an education institution under the sponsorship of an armed force or the Public Health Service).

[7] BAH/OHA for an eligible RC member may not be paid for more than 6 months except when, in the interest of fairness and equity, the Secretary Concerned or the Secretary's designated representative extends incapacitation pay. 37 USC §204(g) and (h), DoDD 1241.01 and DoDI 1241.2 for offsets.

APPENDIX A: DEFINITIONS & ACRONYMS

A. Definitions. As used in the JTR, and unless otherwise specifically provided in the JTR, the following definitions apply.

ACADEMY, SERVICE (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. FEMA-Approved Accommodations. Any place of public lodging listed on the National Master List of Approved Accommodations for Federal Travelers. This list is compiled, periodically updated, and published in the Federal Register by FEMA.

B. Common Carrier

1. Other Than Economy/Coach

a. First Class (see par. 3510-A). First class:

(1) Is the highest accommodations class, for cost and amenities, offered by:

(a) Airlines,

(b) Trains, and

(c) Ships.

(2) Includes ship suites, bedrooms, roomettes, club service, parlor car, or any other accommodations other than least expensive unrestricted economy/coach on trains.

b. Business Class. Business class is:

(1) Other than the least expensive unrestricted economy/coach accommodations offered by airlines, trains, or ships that is higher than economy/coach and lower than first class for cost and amenities.

(2) Referred to as business, business elite, business first, world business, connoisseur, or envoy, depending on the airline/train/ship.

(3) Also a service class offered on extra fare trains (e.g., AMTRAK Acela Express).

(4) Found in par. 3510, ICW business class transportation authority (restricted to the two star flag level and civilian equivalents).

2. Economy/Coach. Economy/coach:

a. Is the least expensive unrestricted accommodations offered by airlines/trains/ships that includes a service level available to all passengers regardless of the fare paid.

b. Applies when an airline/train/ship offers only one accommodations class that is sold as economy/coach (i.e., some airlines/trains/ships only offer true business class/true first class and are not to be mistaken for this one accommodations class).

c. Includes:

(1) Tourist Class on airlines, and

(2) Reserved Coach and/or Slumber Coach on overnight train travel.

3. Slumber Coach. 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 (e.g., faster speed or fewer stops).

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

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

1. Owned by the Gov't;

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 is also occupied as a residence by the proprietor of that establishment.

D. Accommodation Types. Accommodation types are seat space, berths, roomettes, bedrooms, and staterooms on transportation facilities, including:

1. Air Economy/Coach/Air Tourist. Available on commercial airlines at rates lower than other than economy/ coach accommodations.

2. Coach or Chair Car (Train). A type that does not have 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.

ACQUIRED DEPENDENT (Members Only). A dependent acquired through marriage, adoption, or other action during the current tour of assigned duty. Does not include dependents or children born of a marriage that existed before the beginning of a current tour.

ACTIVE DUTY (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. A member is on active duty while in a travel status or while on authorized leave.

ACTIVE DUTY FOR TRAINING (ADT) (Members Only). Full time training duty in the active military service training a Ready Reserve member to acquire/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 a 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 JTR limit, as appropriate. Reimbursement is contingent on eligibility for per diem, and is subject to the same definitions and rules governing per diem.

ACTUAL RESIDENCE (Employees Only). The fixed or permanent domicile of a person that can be justified as a bona fide residence. Also referred to as the home of record (HOR). 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 agreement signed by the employee prior to departure to an OCONUS PDS. The employee is authorized return travel and transportation expenses to the actual residence. GSBCA 16265-RELO, 19 December 2003.

ADMINISTERING SECRETARY OR SECRETARIES. As defined in 37 USC §451(a)(1).

1. Armed Forces (including the USCG when operating as a Service in the USN): Secretary of Defense.

2. USCG (not operating as a Service in the USN): Secretary of Homeland Security.

3. NOAA: Secretary of Commerce.

4. USPHS: Secretary of Health and Human Services.

ADVANCED TRAVEL OF DEPENDENTS (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; and/or

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; or

4. Office, Agency, or other establishment in the judicial branch.

ALTERNATE PLACE (Members Only). A CONUS/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) (Members Only)

1. Active duty required of the Ready Reserve to satisfy the member's annual reserve assignment training requirements.

2. Providing readiness training is the primary purpose of AT, but AT also may support active component missions and requirements (i.e., operational support).

3. AT is a part of active duty for training.

4. For DoD, see DoDI 1215.06. For non DoD Services, see Service issuances.

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

APPROVING OFFICIAL (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 member, employee, or other person who, IAW an 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 a medical authority.

AUTHORIZE(D)

1. Permission given before an act.

2. The giving, through these regulations, of an allowance to an eligible individual requiring no other action.

3. 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.

BAGGAGE. Personal effects of a traveler needed ICW official travel and immediately upon arrival at the assignment point, including Gov't material. Baggage may accompany a traveler (accompanied baggage) or be transported separately from the traveler (UB).

A. 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.

B. 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 carrier to transport accompanied baggage.

C. Unaccompanied (UB). Except for long-term TDY for an employee, that part of a member's/employee's prescribed weight allowance of HHG that:

1. Is not carried free on a ticket used for personal travel;

2. Ordinarily is transported separately from the major bulk of HHG;

3. Usually is transported by an expedited mode because it's needed immediately or soon after arrival at destination for interim housekeeping pending arrival of the major portion of HHG;

4. ICW PDT (including TCS for 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; and/or

5. ICW a long-term 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 (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. The 24 hour period from one midnight to the next midnight. The calendar day technically begins one second after midnight and ends at midnight.

CENTRALLY BILLED ACCOUNT (CBA). See Government Travel Charge Card (GTCC).

CERTIFICATED AIR CARRIER. See U.S. Flag Air Carrier.

CIRCUITOUS TRAVEL. Travel by a route other than the one that ordinarily would be prescribed by a TO between the places involved. Also referred to as Indirect Travel.

CITY PAIR AIRFARE. Airfare on a U.S. flag air carrier, under contract for a Gov't traveler on official travel. 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, and
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, and
3. Not used for cost construction purposes.

COMBATANT COMMAND. A unified or specified command 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.

COMMANDANT'S PAROLE (Members Only). The conditional release (parole) from confinement of a prisoner from a disciplinary barracks whose parole is authorized by the Secretary Concerned and whose court martial sentence has not been 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 SPONSORED DEPENDENT (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.

COMMERCIAL POV STORAGE FACILITY (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.

COMMERCIAL TRAVEL OFFICE (CTO). See Travel Management Company (TMC).

COMMON CARRIER. Private sector supplier of air, train, bus, or ship transportation.

COMMUTED RATE (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. See Commuted Rate Table information and related accessorial charges incident to official HHG transportation for an eligible employee. See par. 5656-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.

CONFERENCE REGISTRATION FEE. A fee required for conference attendance.

CONSECUTIVE OVERSEAS TOUR (COT) (Members Only). The PCS reassignment of a member from one OCONUS PDS to another OCONUS PDS. See In Place Consecutive Overseas Tour.

CONSUMABLE GOODS. Also see Household Goods.

A. General. 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. Exclusions. 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 a 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. A U.S. flag air carrier that is under contract with the Gov't to furnish employees, 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.

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.

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<tr><td>Washington Headquarters Services (WHS)</td><td>Defense Logistics Agency (DLA)</td><td>Pentagon Force Protection Agency (PFFA)</td></tr>
</table>

DEPENDENT (Members Only)

A. General. The term "dependent" is defined by 37 USC §401. Except for transportation to obtain OCONUS medical care (par. 7105-A), any of the following individuals are a dependent:

1. A member's spouse;

2. A member's unmarried child under age 21. This includes 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:

a. Because of the advanced state of the mother's pregnancy or other medical reason(s) as certified by a medical doctor, or

b. For other official reason(s) such as awaiting completion of the school year by other children in the family. See 50 Comp. Gen. 220 (1970), and 66 Comp. Gen. 497 (1987).

3. A member's unmarried stepchild under age 21. This includes a member's spouse's illegitimate child. A stepchild is excluded as a dependent after the member's divorce from the stepchild's parent by blood. See B-177061 4 Nov 1974;

4. A member's unmarried adopted child under age 21. This includes 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 Service regulations;

6. A member's unmarried child who is under 23 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. This includes step, adopted, and illegitimate children.;

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. This includes 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 Service regulations.;

8. For transportation authorized in 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/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 dependent on the member for more than one half of his/her support and has been dependent for a period prescribed by the Secretary Concerned; or

b. Became dependent due to a change of circumstances arising after the member entered 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/annulment before the member was eligible for return transportation. See 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 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/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 other circumstances as prescribed in the regulations of the Secretary Concerned; and

d. Is not a dependent of a member under any other paragraph.

B. Common Law Marriage. For the purpose of allowances authorized in these regulations, determination of a member's spouse when a "common law marriage" is involved is addressed in several GSBCA and Comptroller General decisions. Some quotes from those decisions are as follows:

1. 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".

2. "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)".

3. As we recognized in James H. Perdue, the burden of proof is on the claimant to establish the common law marriage. See GSBCA 14122-RELO, 16 March 1998 and GSBCA 15207-RELO, 19 May 2000. 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.

4. 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.

C. Member Married to Member

1. A member's spouse, who also is a member on active duty, is treated as a dependent for travel and transportation ONLY for:

a. Purposes of travel between the port of overhaul, inactivation or construction, and the home port as authorized in par. 7615-C1, or

b. Transportation for survivors of a deceased member authorized in par. 7260-A1.

2. A child a dependent of either the mother or the father who are members on active duty. Only 1 member may receive allowances on the child's behalf.

3. A member may not be paid allowances on behalf of a dependent for any period during which that dependent is entitled to basic pay. See 37 USC §421 and 37 USC §204.

D. Dependency Determination PoCs. Service PoCs for dependency determination are in par. 10104-G3.

E. 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; and GSBCA 14122-RELO, 16 March 1998.

Effective 10 April 2015
DEPENDENT/IMMEDIATE FAMILY (Employees Only)

A. General

1. Dependent and Immediate Family Member. The terms "dependent" and "immediate family" include 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:

a. Employee's spouse. Any individual who is lawfully married (unless legally separated), including an individual married to a person of the same sex who was legally married in a state or other jurisdiction (including a foreign county), that recognizes such marriages, regardless of whether or not the individual's state of residency recognizes such marriages. The term "spouse" does not include individuals in a formal relationship recognized by a State, which is other than lawful marriage. It also does not include individuals in a marriage in a jurisdiction outside the U.S. that is not recognized as a lawful marriage under U.S. law.;

b. Employee's domestic partner;

c. 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. See item A2 below.

d. Dependent parents (including step and legally adoptive parents) of the employee, of the employee's spouse, or of the employee's domestic partner. See Footnote 2 below.

e. 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. See Footnote 2 below.

2. Children. The term "children" includes:

a. Natural offspring;

b. Stepchildren;

c. Adopted children;

d. Grandchildren,

e. Legal minor wards or other dependent children who are under legal guardianship of the employee/ employee's spouse.

f. 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). See 50 Comp. Gen. 220 (1970) and 66 Comp. Gen. 497 (1987). See Footnote 1 below.

B. Common Law Marriage. For the purpose of allowances authorized in these regulations, determination of an employee's spouse when a "common law marriage" is involved is addressed in several GSBCA and Comptroller General decisions. Some quotes from those decisions are as follows:

1. 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".

2. "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)".

3. As we recognized in James H. Perdue, the burden of proof is on the claimant to establish the common law marriage. See GSBCA 14122-RELO, 16 March 1998 and GSBCA 15207-RELO, 19 May 2000. 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; and B-186179, 30 June 1976.

4. 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 and B-191316, 27 September 1978.

5. 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.

C. Missing Persons Act. A dependent, ICW the Missing Persons Act, is defined in par. 5565-A3 for transportation eligibility.

D. Emergency Leave Travel. See par. 7025-D.

E. 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; and GSBCA 14122-RELO, 16 March 1998

Footnotes

1. An employee and spouse at an OCONUS PDS assumed temporary custody of two grandchildren. The grandchildren's parent was a member on active duty with a DoD Service in Iraq. The 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 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 member resided) for guidance. Under AZ law legal guardianship can be established only by judicial determination and the powers of attorney provided by

the 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. See GSBCA 16337-RELO, 19 April 2004.

2. Generally, individuals are the employee's dependents if they receive at least 51% of their support from the employee/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%) from the employee/employee's spouse without which they would be unable to maintain a reasonable standard of living.

DEPENDENT RESTRICTED TOUR (Members Only)

1. A tour at any overseas PDS 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, Glossary.

DESIGNATED PLACE

A. 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 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, and to which dependents specifically are authorized to travel under par. 5114-D, 5116-A or 5120-D;

d. The OCONUS place in the old PDS vicinity at which dependents remain under 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 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. 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 (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 (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 (Employees Only)

1. The several departments and agencies of the Executive branch of the Gov't.

2. Within DoD, the terms Different Departments or Different Military Departments means the DoD components separately. This distinction is necessary with regard to funding for travel and transportation from one department to another.

DISABILITY.

1. 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 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 traveler 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 traveler 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 traveler has a history of, or has been classified as having, a mental/physical impairment that substantially limits one or more major life activities.

6. Is Regarded as Having Such an Impairment. The traveler 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 this par., but is treated by the Service/Agency as having a substantially limiting impairment.

DISCOUNT GOVERNMENT MEAL RATE (GMR). The daily rate charged for meals in a Gov't Dining Facility 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.

DOMESTIC PARTNER (Employees Only). An adult in a domestic partnership with an employee of the same sex.

Effective 10 April 2015
DOMESTIC PARTNERSHIP (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. 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.;

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;

9. Are willing promptly to disclose, if required by the Agency, any dissolution or material change in the status of the domestic partnership; and

10. Certify that they would marry but for the failure of their State or other jurisdiction (or foreign country) of residence to permit same-sex marriage.

DUTY STATION

A. 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 a member is assigned for duty, including a place the member commutes daily to an assigned station or, for a member on sea duty, the home port of the ship/mobile unit the member is assigned;

3. The place a ship is being built/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. Employees Only**.** For the purpose of HHG; and mobile home transportation and storage -- the place at which an employee is assigned for duty, including a place from which the employee commutes daily to an assigned station.

EARLY RETURN OF DEPENDENT (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. Members Only

1. The last day of active duty for a member separating/retiring,. See below for an RC member separating.

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, primary residence, PLEAD, last TDY station, safe haven location or designated place, whichever applies, to arrive at the new PDS, primary residence, 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. 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 (Employees Only). The date an employee is separated from Federal service.

EFFECTIVE DATE OF TRANSFER OR APPOINTMENT (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 (Employees Only). Travel resulting 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.

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 'when actually employed' 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.

ENHANCED USE LEASE (EUL). See 10 USC §2667.

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.

FAMILY. See Dependent.

FAMILY MEMBER (Repatriation of a Service Member Held Captive). For repatriation of a service member held captive, family members are the service member's:

1. Spouse;

2. Children (including step, adopted, and illegitimate children); and

3. Siblings and parents (includes fathers and mothers through adoption and persons who have stood "in loco parentis" to the service member for a period of not less than 1 year immediately before the service member entered the Uniformed service). Only one father and one mother, or their counterparts, may be recognized in any one case.

FAMILY MEMBER (Civilian Employee Emergency Visitation Travel (EVT)). For EVT, any of the following individuals may be an "eligible family member" if part of the employee's household at the OCONUS PDS and eligible for EVT:

1. A child who is unmarried and under age 21 years or who, regardless of age, is physically/mentally incapable of self-support. The term includes, in addition to natural offspring, a stepchild and adopted child and a child under legal guardianship of the employee or the spouse or domestic partner when such children are expected to be under such legal guardianship at least until they reach age 21 and when dependent upon and normally residing with the guardian;

2. A parent (including stepparent and legally adoptive parent) of the employee/spouse/domestic partner, when such parent is at least 51% dependent on the employee for support (App A - dependent/ immediate family);

3. A sibling (including stepsister/stepbrother, or adoptive sister/brother) of the employee/spouse/ domestic partner, when such sibling is at least 51% dependent on the employee for support, unmarried and under age 21, or regardless of age, is incapable of self-support; and

4. A Spouse or domestic partner.

FAMILY MEMBER, IMMEDIATE (Civilian Employee Emergency Visitation Travel (EVT)). For EVT an immediate family member is the civilian employee's:

1. Spouse or domestic partner;

2. Child, including stepchild, adopted child and an individual who is or was under legal guardianship of the employee/spouse/domestic partner, and spouses thereof;

3. Employee's parent, spouse's parent or domestic partner's parent; and

4. Sibling (including stepbrother and/or stepsister), spouse's sibling, or domestic partner's sibling (for cases of death).

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

1. All duty serving with troops participating in maneuvers, war games, field exercises, or similar types of operations, during which:

   a. The individual is provided meals in a Gov't Dining Facility 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

   b. Students are participating in survival training, forage for subsistence, and improvise shelter.

2. An individual furnished subsistence obtained by contract is performing field duty when determined by a competent official.

FIRST CLASS. See Accommodations.

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 (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 FLAG AIR CARRIER. An air carrier that does not hold a certificate issued by the U.S. under 49 USC §41102.

FOREIGN SERVICE OF THE UNITED STATES (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 in section 3(a) of the Panama Canal Act of 1979.

FUND APPROVING OFFICIAL (Employees Only). One who provides the accounting data for authorized/ approved travel orders or order amendments.

FUNDING ACTIVITY (Employees Only). The command or organization whose funds pay for the travel.

GEOGRAPHIC 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 geographic localities. For example: the United Kingdom (including England, Wales, Scotland, and Northern Ireland) is a geographic locality and Ireland (Republic of) is a separate geographic locality; France and Germany are separate geographic localities; Portugal and the Azores are separate geographic localities; the Philippine Islands are the same geographic locality. Japan, including its separate island components, with the exception of the Ryukyu Islands, is a single geographic locality. The Ryukyu Islands (including Okinawa) are a separate geographic locality. With regard to the U.S., CONUS is a single geographic locality, but the states of HI and AK and each U.S. territory or possession, are separate geographic localities.

3. When the term Overseas Area or OCONUS Area is used, it relates to more than one geographic locality and may include a continent, or the area comprising command jurisdiction, or the entire OCONUS area.

GOVERNMENT (GOV'T). The Government 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 AUTO. An automobile (or light truck, as defined in 41 CFR part 102-34 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 120 or more days from a commercial firm.

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, (par. 5210-D). See 52 Comp. Gen. 936 (1973).

GOVERNMENT DINING FACILITY

1. A generic term used for Gov't mess, general mess, dining hall, dining activity, mess hall, galley, field kitchen, flight kitchen, or similar terms describing appropriated funds dining facilities.

2. This term excludes activities operated by non-appropriated funds, such as an officer's mess, club, organized mess and all similar terms.

3. If used by or made available to the member, or used by the employee, it includes:

a. A general or Service organizational dining facility, including dining facilities of a state National Guard Camp. A dining facility established and operated primarily for enlisted members is not included unless the dining facility is used by/made available to officers, or used by employees;

b. Marine Corps officers' field ration dining facility, an officers' wardroom mess, or warrant officers' and chief petty officers' mess afloat; or

c. Box lunches, in-flight meals, or rations furnished by the Gov't on military aircraft.

4. 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.

GOVERNMENT INSTALLATION

1. A U.S. Installation;

2. A base, post, yard, camp or station of a foreign nation used by U.S. personnel participating in formal training or combined operations.

3. A temporary installation where there are U.S. Gov't operations.

GOVERNMENT LODGING PROGRAM. For the ILPP in par. 1265, Gov't or commercial lodging for DoD civilian employees or members, under the Secretary's jurisdiction, performing duty on official travel to include, in the following prioritization: Gov't lodging (e.g., DoD Lodging), Public-Private Venture (PPV) lodging , (e.g., Privatized Army Lodging); and Gov't preferred lodging (i.e., DoD Preferred Lodging).

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 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 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 2017.

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)

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;

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;

9. DoD Lodging Facilities located on a U.S. installation (includes Air Force Inns, Navy Gateway Inns and Suites, Marine Corps Billeting Quarters, Army Lodging and Fisher House,, but does not include Privatized Army Lodging or ILPP approved commercial lodging).; and

10. Lodging facilities located on an installation of a foreign nation when these facilities actually are used or competent authority directs their use for TDY travel.

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.

C. Privatized Housing. 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.

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) (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) (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 in par. 5068-A1.

HOUSEHOLD GOODS (HHG)

A. General. HHG are items associated with the home and all personal effects belonging to a member/employee and dependents on the member's order effective date/employee's effective date of transfer/appointment that legally may be accepted and transported by an authorized commercial HHG transporter.

B. Authorized. HHG include:

1. PBP&E. PBP&E needed and not needed for the performance of official duties at the next or a later destination.

a. Members Only. 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. Employees Only. PBP&E that are needed but may cause the HHG total weight to exceed 18,000 lbs. optionally may be shipped administratively (par. 5686-A) and therefore must be weighed separately and identified on the origin inventory as PBP&E.;

2. Spare POV Parts (GSBCA 14680-RELO, 17 September 1998). Spare POV parts, e.g., a car engine/ transmission and a pickup tailgate when removed. Members Only: Must not exceed the member's administrative HHG weight allowance.

3. Vehicle Parts. Integral/attached vehicle parts that must be removed due to their high vulnerability to pilferage or damage (e.g., seats, tops, winch, spare tires, portable auxiliary gasoline can(s), CD players, GPS systems, and miscellaneous associated hardware).

4. Consumable Goods. Consumable goods for a member/employee ordered to locations listed in App F.

5. Other Vehicles. A vehicle other than a POV, e.g., motorcycle, moped, hang glider, golf cart, jet ski, or snowmobile and/or the associated trailer. Employees Only: Must be of reasonable size and fit into a moving van.

6. Boat/Personal Watercraft

a. Members Only. A boat/personal watercraft (e.g., jet ski, canoe, skiff, dinghy, scull, kayak, rowboat, sailboat, outboard/inboard motorboat) and/or the associated trailer.

b. Employees Only. A boat/personal watercraft (e.g., jet ski, canoe, skiff, dinghy, scull, kayak, rowboat, sailboat, outboard/inboard motorboat) of reasonable size that can fit in a moving van, and/or their associated trailer. See DTR 4500.9-R, Part IV, Chapter 412.

7. Ultralight Vehicles. Defined in 14 CFR Part 103 as being single occupant; for recreation/sport purposes; weighing less than 155 lbs. (un-powered) or less than 254 lbs. (powered); having a fuel capacity NTE 5 gallons; airspeed NTE 55 knots; and power-off stall speed NTE 24 knots.

8. Utility Trailer. 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).

9. Organizational Clothing & Individual Equipment. Government property issued to the member or employee by an Agency or Service for official use.

C. Not Authorized. HHG do NOT include:

1. Accompanied personal baggage when carried free on commercial transportation;

2. Automobiles, trucks, vans and similar motor vehicles;

3. Aircraft;

4. Mobile homes;

5. Recreational Vehicles (to include a camper, camping trailer , 5th wheel camper or self- propelled recreational vehicle);

6. Farming vehicles and horse/livestock trailers;

7. Live animals including birds, fish and reptiles;

8. Cordwood and building materials (B-133751, 1 November 1957 and B-180439, 13 September 1974);

9. HHG for resale, disposal or commercial use;

10. Privately owned live ammunition (B-130583, 8 May 1957);

11. Hazardous articles including explosives, flammable and corrosive materials, poisons; propane gas tanks. See DTR 4500.9-R, Part IV, for examples of hazardous materials.;

12. Low Speed Vehicles (LSVs) defined IAW 49 CFR §571.500;

13. Items liable to damage other equipment/property (e.g., home canned items; liquid articles that are highly susceptible to breakage or leakage);

14. Items that cannot be taken from the premises without damage to the article or the premises (e.g., bookcases built into walls);

15. Perishable items that require refrigeration/freezing;

16. Perishable plants, unless:

a. Transportation is not more than 150 miles and/or delivery is accomplished within 24 hours from the time of loading,

b. No storage is required, and

c. No preliminary or en route services (e.g., watering or other preservative method) are required of the carrier.;

17. Items for which the law or carrier regulations prohibit commercial transportation;

18. Boats, other than those in B6b above (Employees Only); and

19. UB ICW long-term TDY (Employees Only).

D. Items Acquired after the PCS Order Effective Date (Members Only)

1. Replacement Parts/Items. HHG items acquired after the PCS order effective date are not authorized shipment except for:

a. 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 TO or transportation carrier, if purchased in the U.S. for transportation to an OCONUS PDS, with authorization/approval through the Secretarial Process (43 Comp. Gen. 514 (1964)); or

b. Replacement HHG items, in cases where, through no fault of the member, the original HHG shipment is destroyed/lost during transportation ICW a change of TDY station or PDS (68 Comp. Gen. 143 (1988)).

2. ICW an IPCOT (Members Only). HHG items acquired after the order effective date but before entering an IPCOT may be shipped IAW par. 5312-B1b or 5312-B2.

HOUSEHOLD GOODS TRANSPORTATION. The shipping, packing, crating, drayage, storage in transit, uncrating, and unpacking of HHG at Gov't expense. See Ch 5, Parts A5 and B5 for specific regulations governing PCS HHG transportation and Ch 4, Part E for TDY HHG transportation.

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.

4. See par. 5206-L/5652-I ICW a weight additive item.

HOUSE HUNTING TRIP (HHT) (Employees Only). Round trip travel between the old and new PDSs to seek a permanent residence. A domestic partner is not a spouse and cannot be authorized a HHT.

IMMEDIATE FAMILY (Employees Only). See Dependent/Immediate Family.

INACTIVE DUTY TRAINING (Members Only)

A. General. Inactive duty training is:

1. Duty prescribed for an RC member by the Secretary Concerned, or

2. 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.

B. ICW the National Guard. When performed by a National Guard member inactive duty training includes the duties in par. A above and also includes:

1. Unit training assemblies; and

2. 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.

C. Correspondence Course. This term does not include work/study for a correspondence course of a Uniformed Service.

D. ICW Pay. For pay purposes, inactive duty training must:

1. Be performed under an order,

2. Cover a specific assignment, and

3. Have a prescribed time limit.

INCIDENTAL EXPENSES. See Per Diem.

INDIVIDUALLY BILLED ACCOUNT (IBA). See Government Travel Charge Card.

INITIAL ACTIVE DUTY TRAINING (Members Only). The initial active duty training of a non-prior service enlistee 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) (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 regulations.

INTERVIEWEE (Employees Only). An individual who is being considered for employment by an Agency. The individual may currently be a Gov't employee.

INVITATIONAL TRAVEL

1. Authorized travel by individuals either not employed by the Gov't or employed intermittently in the Gov't's service as consultants or experts and paid on a daily when-actually-employed basis. See 5 USC §5703.

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 are the same as those authorized for an employee ICW TDY, except for spouse invitational travel (App E).

ITINERARY VARIATION. A change in routing of travel or points of TDY ICW official business, justified by the mission nature and requirements.

KEY BILLET (Members Only) (DoDI 1315.18, Glossary)

1. An OCONUS position (officers/warrant officers only) of extremely unusual responsibility for which it has been determined the member'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 member to serve a 24-month tour whether accompanied or unaccompanied.

LAST DUTY STATION (Members Only). For the purpose of computing a member's travel allowances on separation, the last duty station (permanent or temporary) that the member was 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.

LODGING IN KIND (Members Only). Lodging provided by the Gov't without cost to the member.

LODGING PLUS COMPUTATION METHOD. The per diem allowance computation method for official travel. The per diem allowance for each travel day is:

1. Established on the basis of the actual amount paid for lodging, NTE a ceiling number, plus

2. An allowance for meals and incidental expenses (M&IE), NTE the applicable maximum per diem rate for the TDY location concerned.

LONG-TERM TDY. Temporary Duty (TDY) for a continuous period of 31 days or more.

Effective 10 April 2015
MARRIAGE (Employees Only). A legal union between individuals that was entered into in a state or other jurisdiction (or foreign country) whose laws authorize the marriage, even if the married couple is domiciled in a state or other jurisdiction (or foreign country) that does not recognize the validity of the marriage. The term also includes common law marriage in a state or other jurisdiction (or foreign country) where such marriages are recognized, so long as they are proven according to the applicable state, other jurisdiction, or foreign laws. The term marriage does not include registered domestic partnerships, civil unions, or other similar formal relationships recognized under state or other jurisdiction (or foreign country) law that are not denominated as a marriage under that state's or other jurisdiction (or foreign country's) law. NOTE: Certain foreign marriages are not recognized by U.S. law. For example, bigamy, polygamy, the marriage to a sibling or other close relative, and a marriage to a minor would likely not be recognized by U.S. law.

MEDICAL AUTHORITY. A doctor of medicine or osteopathy who is authorized to practice medicine or surgery, or other health care provider, authorized to practice in the U.S. (or one of its territories or possessions), authorized to diagnose and treat physical, dental or mental health conditions, and who is performing within the scope of their practice. A medical authority in a foreign country is a health care provider who is authorized to practice IAW the laws of that country.

MEMBER (UNIFORMED SERVICE). See SERVICE MEMBER.

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 par. 2600.

B. PCS Travel, First Duty Station Travel, HHT, and Separation Travel

1. See Monetary Allowance in Lieu of Transportation (MALT).

2. A rate per mile for authorized POC use during official PCS travel.

3. The total amount depends on the official distance for which the rate per mile may be paid under the circumstances.

4. See par. 2605 for the current rate.

MILITARY WORKING DOG (MWD) (Also referred to as a Federal Service Dog)

A. General. 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. Expense Reimbursement. The MWD is considered "Government Equipment" for reimbursement of expenses incurred by the MWD handler while performing official travel. See App G.

C. Limitations. A MWD is not considered a pet.

D. Implementation. 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 (par. 3045),

2. Gov't procured commercial transportation, and/or

3. Gov't transportation.

MOBILE HOME

1. 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 principal residence (51 Comp. Gen. 806 (1972)),

c. Boat a member/employee 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, IAW this regulation.

3. See 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 (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. See Ch 5, Parts A5d and B5d.

OCONUS. Locations outside the continental U.S. (CONUS).

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 geographic localities, an OCONUS place of employment outside the geographic locality in which the residence is located.

OFFICER (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.

OFFICIAL STATION. See Permanent Duty Station.

OFFICIAL TRAVEL

1. Authorized travel and assignment solely ICW DoD/Gov't business.

2. Official travel may be performed:

a. Within/in the PDS vicinity;

b. To/from the actual residence to, from, or between PDSs; and

c. To, from, at, and between TDY locations.

3. The below are not official travel. Travel:

a. ICW 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.

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 TMC 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. Blanket Order

1. General. A blanket order is:

a. An order issued to a traveler who regularly and frequently makes trips away from the PDS within specific geographic limits for a specific time period within a fiscal year in performance of regularly assigned duties.

b. Unavailable in DTS,

c. Restricted to economy/coach travel and requires an amendment for each trip involving the use of other than economy/coach transportation.

d. Restricted to the established locality per diem rate and requires an amendment for each trip involving the use of an AEA. The Coast Guard allows AEA on a blanket order.

2. Blanket Order Types

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.

C. Trip by Trip

1. A trip by trip order 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.

2. 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 OFFICIAL. See AO.

ORGANIZATIONAL CLOTHING AND INDIVIDUAL EQUIPMENT

1. Is accountable or issue in kind property owned or purchased by the Gov't/Uniformed Service;

2. 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); and/or

3. Is PBP&E, per Agency/Service regulations, 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 which may be claimed as a separate reimbursable expense. See par. 2830-G.)

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, 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. 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.

E. Incidental Expenses

1. Authorized. Incidental expenses include:

a. Fees and tips to hotel employees, porters, baggage carriers, and flight attendants involving all official domestic and foreign travel. See par. 7815-F4, regarding baggage-handling costs incurred ICW a traveler's disability/special need.

b. Tax and service charges (other than vendor surcharges for using a credit card) for any of the expenses listed in this subpar.

c. Expenses related to lodging that are listed in the room account;

d. Transportation tips for courtesy transportation (e.g., hotel, park and ride or airport shuttles). See par. 2830-G2 for taxi cab/limousine.

2. Not Authorized. Incidental expenses do not include any mission or personal related purchases that would ordinarily be purchased on a recurring basis at the PDS, nor are such expenses reimbursable separately.

F. Laundry

1. CONUS Locations. Laundry/Dry Cleaning and pressing of clothing are a personal expense and are not reimbursable. They are not part of the incidental expense portion of per diem and may not be reimbursed under the IE portion of per diem when an AEA is authorized.

2. OCONUS Locations. The cost incurred during TDY travel for laundry/dry-cleaning and pressing of clothing is not a reimbursable expense for OCONUS travel and is part of the IE included in the OCONUS per diem/AEA

PER DIEM RATES. Maximum per diem rates prescribed for specific localities. For current per diem rates, see the Defense Travel Management Office (DTMO) website.

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 Chair is the Deputy Assistant Secretary of Defense (Military Personnel Policy (MPP)). PDTATAC publishes the JTR.

B. Purpose

1. Members Only. 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.

2. Employees Only. 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).

Also see PDTATAC Charter 18 August 2016; 37 USC §481; 37 USC §1001; and DoDI 5154.31, Vol 5.

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. Members Only. For a 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/mobile unit or of the PDS of a shore based unit;

3. Change from primary residence, home or PLEAD to the first PDS upon:

a. Appointment or reappointment (including reinstatement) to the regular Service from civilian life or from an RC;

b. Call to active duty for 20 or more weeks or call to active duty for training (see par. 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/induction into the Service (regular or during emergency); and

e. Change from the last PDS to home or primary residence 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. PDS Designation (Members Only)

1. General. The PDS is the:

a. Member/invitational traveler's post of duty/official station , including a ship (for the purpose of personal

travel and transportation of the member's UB on the ship).

b. Ship's home port/ship based staff that a member is assigned/attached for duty (other than TDY) is the PDS for:

(1) Dependent transportation;

(2) Transportation of HHG, mobile homes, and/or POVs;

(3) CONUS COLA; and

(4) Geography-based station allowances and OHA.

2. Course of Instruction. When a member is ordered to attend a course(s) of instruction at a school/facility that is 140 or more days (20 or more weeks), the school/facility location is the PDS regardless of the order's terms, except when the course is authorized as TDY under par. 2240. See par. 2240 for examples of scheduled duration and extensions.

3. Transportation and Storage of HHG and Mobile Homes. The following are PDSs for transportation and storage of HHG and mobile homes:

a. The home of the 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/Fleet Marine Corps Reserve, or recalled from retirement (including temporary disability);

(4) Enlistment/induction into the Service (regular or during emergency); or

(5) Temporary disability retirement.

b. The place to which a member is assigned for duty, including a place from which the member commutes daily to the assigned station. For a member assigned to a ship/ship-based staff, it is the home port to which the member is assigned (except as noted in the basic definition).

c. The place at which a ship is being built/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/Fleet Marine Corps Reserve;

(3) Release from active duty;

(4) Discharge, resignation, or separation, all under honorable conditions; or

(5) Temporary disability retirement.

B. PDS Designation (Employees Only)

1. General. The PDS is the:

a. Employee/invitational traveler's permanent work assignment location.

b. Building or other place (base, military post, or activity) where an employee regularly reports for duty, ICW determining PCS travel allowances.

c. Residence or other Qtrs from/to which the employee regularly commutes to and from work, ICW JTR authority relating to the residence, HHG, and an employee's personal effects.

2. Remote Area PDS. When the PDS is in a remote area where adequate family housing is not available within reasonable daily commuting distance, the residence includes the dwelling where the employee's dependents reside or are to reside, but only if the residence reasonably relates to the PDS as determined by the AO.

C. Geographic Limits

1. Member/Employee

a. PDS is a City/Town. The PDS geographic limits are the corporate limits of the city/town in which the member/employee is stationed.

b. PDS is a Ship (Members Only). For a member assigned to a ship, the limits of the post of duty/official station are the ship (for specified purposes).

c. PDS is Other than a City/Town/Ship. If the employee/member is not stationed in an incorporated city/ town, or ship (Members Only); 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 post of duty is located.

2. Invitational Traveler

a. PDS is a City/Town. The PDS geographic limits are the Corporate limits of the city/town in which the home or principal place of business is located.

b. PDS is Other than a City/Town. If not in an incorporated city/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.

3. PDS Crosses Recognized Borders. When a reservation, station, other established area or established large reservation subdivision:

a. Falls within two or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, HI); or

b. 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.

4. PDS Example. 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. Members Only. PCS and COT/IPCOT travel.

B. Employees Only. First duty station travel for a newly recruited employee/appointee, RAT, PCS travel, and separation travel. See 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. Generally this is the academic institution and not the member's HOR (60 Comp. Gen. 142 (1980)).

4. 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 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/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 where the traveler leaves an international/transoceanic flight.

2. Ship Travel. The place where the traveler leaves a ship after the journey of 24 or more hours.

PORT OF EMBARKATION (POE)

1. Air Travel. The airport where the traveler boards an international/transoceanic flight.

2. Ship Travel. The place where 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. 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.

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 (facilities and cost) except when 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).

POV TRANSPORTATION

1. Transportation by ship, including port-handling charges, to, from, and between OCONUS ports.

2. Does not include land transportation to/from POV transportation ports, except when POV transportation is IAW Service regulations and authorized by 37 USC §484, or 5 USC §5564.

3. Customs and other fees and charges required to effect entry of a POV into a country are the traveler's personal financial responsibility.

PREMIUM CLASS (OTHER THAN ECONOMY/COACH). See Accommodations.

PRIMARY RESIDENCE OF RESERVE COMPONENT (RC) MEMBER. For an RC member ordered to active duty, the primary residence is the dwelling (e.g.., house, townhouse, apartment, condominium, mobile home, houseboat, vessel) where the RC member resides before being ordered to active duty.

1. An RC member can have only one primary residence at any given time. The PLEAD and primary residence may or may not be the same location.

2. The primary residence location determines the RC member's travel and transportation allowances. The Services' administrative policy shall ensure the location is known prior to notification (oral or written) of call to active duty travel order. Refer to par. 2205 regarding modification to travel authorization.

3. If the RC member relocates the primary residence 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 on the first active duty day, only if there is a break of active duty/service exceeding one full day. The command may request the RC member provide documentation to support the location of their primary residence.

4. The primary residence 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 par. 3320-F.

3. A common carrier, or a conveyance owned by the Gov't, is not a POC.

Also 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's/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. 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. 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.

D. Low Speed Vehicle (LSV). The low speed vehicles must be legally eligible for public use, licensed, and meet the motor vehicle laws at the new PDS destination. Refer to 49 CFR §571.500 for Department of Transportation (DOT) federal statute pertaining to LSV definition.

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, or

c. Private sector housing.

PROCEED TIME (Members Only). A form of administrative absence that is authorized for members in certain PCS circumstances. See DoDI 1327.06, Leave and Liberty, 16 June 2009, incorporating change 1, 30 September 2011, Encl 2, par. 6, subpar. (a-e).

PROFESSIONAL BOOKS, PAPERS, AND EQUIPMENT (PBP&E)

A. General. PBP&E:

1. Is also referred to as PRO or PRO-Gear.

2. Includes HHG in a member or employee's possession needed for the performance of official duties at the next or a later PDS. See B-171877.03, 15 December 1976, B-196994, 9 May 1980, and B-251563, 14 June 1993.

B. PBP&E Inclusions. The following items are PBP&E:

1. Reference material not ordinarily available at the next PDS;

2. Instruments, tools, and equipment peculiar to technicians, mechanics, medical professionals, musicians and members of the professions;

3. Specialized clothing such as diving suits, astronauts' suits, flying suits and helmets, band uniforms, chaplains' vestments, and other specialized apparel not normal or usual uniform or clothing;

4. Communication equipment used by a DoD employee or DoD member in association with the Military Auxiliary Radio System (DoDI 4650.02);

5. Individually owned or specially issued field clothing and equipment; and

6. Gov't or uniformed service owned accountable organizational clothing and individual equipment issued to the employee or member by the Service/DoD COMPONENT for official use.

C. PBP&E 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; and/or

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 (Members Only)

1. General

a. This weight allowance is not applicable to an 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-PRIVATE VENTURE (PPV) LODGING. PPV lodging:

1. Is commercially operated (per agreement with DoD) in Gov't-owned, commercially-owned, or commercially-leased facilities;

2. Is not required to comply with policy in DoD Instructions 1015.11 and 1015.12;

3. Is not authorized direct appropriated or non-appropriated funds;

4. Provides lodging to official travelers at discounted rates that do not exceed the lodging portion of the local area per diem rate;

5. Is generally located on a DoD Installation and serves in support of the official travel mission; and

6. Does not include Enhanced Use Leases (EULs).

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.

RECREATIONAL VEHICLE

1. A mobile dwelling constructed or converted and intended for use as a temporary residence, normally for recreational purposes, and designed to be moved, either self-propelled or towed.

2. Examples of recreational vehicles are a:

a. Camper;

b. Camping trailer;

c. 5th wheel trailer, regardless of size or options, such as slide outs,

d. Self-propelled vehicle a member does not normally use as the place of principle residence;

e. Boat a member does not normally use as the place of principal residence (62 Comp. Gen. 292 (1983)).

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.

REGISTRATION FEE. A fee to register for training courses. This is a mission related expense and not a travel and transportation expense. These regulations are not the authority for registration fee reimbursement.

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) (Employees Only)

1. Travel and transportation allowance for the employee/dependents to return home on leave, between overseas tours of duty.

2. See par. 5950 for eligibility and limitations.

3. See Permanent Duty Travel.

REPEAT ORDER (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. Lodgings that are not hotel or hotel like accommodations.

SECRETARIAL PROCESS

A. 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 par. 1015-C1.

B. 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 par. 1015.

SECRETARY CONCERNED

A. Definition. 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. JTR Use. When this term is used in the JTR, the Secretary Concerned may authorize action by the PDTATAC Principal, without further delegation.

SEPARATE DEPARTMENT (Employees Only). See Different/Separate Departments and Agencies.

SEPARATED FROM THE SERVICE (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 (Employees Only). See Permanent Duty Travel.

SERVICE AGREEMENT (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.

SERVICE CHARGE FOR USE OF GOVERNMENT QUARTERS (Members Only). Cost of maid service and fee for electricity.

SERVICE MEMBER. As used in the JTR, the term 'Service member' is a member serving in one of the

Uniformed Services including:

1. A commissioned officer, commissioned warrant officer, warrant officer, and enlisted person, including a Uniformed Service retiree.

2. 'Retiree' includes members of the Fleet Reserve and Fleet Marine Corps Reserve who are in receipt of retainer pay.

SERVICES. See Uniformed Services.

SHORT DISTANCE MOVE

A. 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) 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. Employees Only. A PCS (usually between PDSs within the same city/area) when the new PDS is at least 50 miles further from the employee's current residence than the old PDS is from the same residence . See par. 5566 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. See Taxi.

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, 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 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 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 (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. See DoD 6015.1-M, January 1999, P19.1.19).

TAXI. Includes limousine service and Transportation Network Companies when permissible under local laws and ordinances.

TEACHER (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) (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. General

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 (Members Only).

B. TDY Travel Types. There are four types of TDY travel:

1. Business Travel. Conducting business at a location other than the PDS. Business travel 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.

2. Schoolhouse Training Travel. Travel ICW TDY attendance at formal course(s) of instruction by an employee or member (other than a member who has not yet reached the first PDS).

3. 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.

4. Special Circumstances Travel. See 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. IAW the Office of the Geographer and Global Issues, 1 July 1997, the territories and possessions of the U.S. include:

1. Commonwealth of the Northern Mariana Islands, i.e., Saipan, Saipan Lagoon, Tinian, Aquijan, Rota, Farallon De Pajaros (Uracas), Maug, Asuncion, Agrihan, Pagan, Alamagan, Zealandia Banks, Guguan, Sarigan, Anatathan, Farallon De Medinilla, Esmeralda Banks, and Northern Islands Sanctuary. Island names are from website: http://www.saipan.com;

2. Commonwealth of Puerto Rico;

3. American Samoa;

4. Baker Island;

5. Guam;

6. Howland Island;

7. Jarvis Island;

8. Johnston Atoll;

9. Kingman Reef;

10. Midway Islands;

11. Navassa Island;

12. Palmyra Atoll;

13. Virgin Islands; and

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 U.S.

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. Costs related to transportation. See par. 3040 and App G.

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 NETWORK COMPANY. Transportation network companies connect paying passengers with drivers who provide transportation in their own non-commercial vehicles. All parties connect to the service via websites and mobile apps.

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.

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 the JTR. When used ICW travel allowances, the term refers to per diem or AEA.

TRAVEL ADVANCE. Pre-payment 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 CLAIM (VOUCHER). A written request, supported by applicable documentation and receipts, for reimbursement of expenses incurred in the performance of any official travel.

TRAVEL MANAGEMENT COMPANY (TMC). A commercial activity providing a full range of commercial travel and ticketing services for official travel under a contract with the Gov't. Also called a Travel Management Center (TMC) under GSA's program, this was formerly referred to as a Commercial Travel Office (CTO) in the JTR. 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 electronic systems or other commercial methods of arranging travel.

TRAVEL ORDER. See Order.

TRAVEL REQUEST (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 (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

A. General. 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 (par. 2250).

B. Excluded. Travel status does not include travel for personal convenience, leave, civilian administrative leave or administrative absence while performing travel away from the PDS on public business under competent travel orders.

C. Members Only. See DoDI 1327.06, Leave and Liberty.

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 MEMBER (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 (Members Only)

1. The authorized tour length at a specific overseas PDS for a 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, Glossary.

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 (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 (Employees Only). All dates following the date an employee is separated from Federal Service.

U.S. FLAG AIR CARRIER. A U.S. flag 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. flag air carrier service also includes service provided under a code share agreement with a foreign flag air carrier IAW Title 14, Code of Federal Regulations (CFR) when the ticket, or documentation for an electronic ticket, identifies the U.S. flag air carrier's designator code and flight number.

U.S. INSTALLATION

A. Definition. A U.S. Installation is 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, and
3. At which there are U.S. Gov't operations.

B. Limitations. 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.

USUAL TRANSPORTATION MODE (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.

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 (Members Only). Any service authorized to be credited in computation of basic pay under 37 USC §205.

B. Acronyms

Acronym	Meaning
ADT	Active Duty for Training (Members Only)
AEA	Actual Expense Allowance
AGR	Active Guard and Reserve (Members Only)
AMC	Air Mobility Command
AO	Authorizing/Order-Issuing Official or Approving Official
AOR	Area of Responsibility
APP	Appendix
AT	Annual Training (Members Only)
ATM	Automated Teller Machine
BAH	Basic Allowance for Housing (Members Only)
BAH-DIFF	Basic Allowance for Housing – Differential (Members Only)
BAH-RC	Basic Allowance for Housing - Reserve Component (Members Only)
BAH-T	Basic Allowance for Housing – Transit (Members Only)
BAS	Basic Allowance for Subsistence (Members Only)
BRAC	Base Realignment and Closure
_CA	Unrestricted capacity-controlled airfare (fare basis code). The unrestricted capacity controlled airfare, or "-CA", differs from the unrestricted airfare (YCA) only in that the airline can limit the number of seats offered at the unrestricted capacity controlled airfare. See App P.
CAP	Civilian Advisory Panel
CBA	Centrally Billed Government Travel Charge Card Account
CBCA	Civilian Board of Contract Appeals
CFR	Code of Federal Regulations
COCOM	Combatant Command
COLA	Cost of Living Allowance
CONUS	Continental United States
CONUS COLA	Continental United States Cost of Living Allowance (Members Only)
COSTEP	Commissioned Officer Student and Extern Program
COT	Consecutive Overseas Tour (Members Only)
CTD	Civilian Travel Determination (Employees Only)
DDESS	Domestic Dependent Elementary and Secondary School
DFAS	Defense Finance and Accounting Services
DIA	Defense Intelligence Agency
DLA	Dislocation Allowance (Members Only)
DoD	Department of Defense
DoDD	Department of Defense Directive
DoDDS	Department of Defense Dependents Schools (Employees Only)
DoDEA	Department of Defense Education Activity
DoD FMR	Department of Defense Financial Management Regulation
DoDI	Department of Defense Instruction
DOHA	Department of Defense Office of Hearings and Appeals (Members Only)
DoJ	Department of Justice
DoN	Department of the Navy (includes USN and USMC)
DoS	Department of State
DPM	Direct Procurement Method
DSSR	Department of State Standardized Regulations
DTMO	Defense Travel Management Office
DTOD	Defense Table of Official Distances
DTR	Defense Transportation Regulation
DTS	Defense Travel System

Acronym	Meaning
EFT	Electronic Funds Transfer
ERD	Early Return of Dependent
EUL	Enhanced Use Lease
EUM	Essential Unit Messing
EVT	Emergency Visitation Travel (Employees Only)
FAM	Foreign Affairs Manual (Employees Only)
FEMA	Federal Emergency Management Agency
FEML	Funded Environmental and Morale Leave
FHA	Federal Housing Administration (Employees Only)
FSH	Family Separation Housing (Members Only)
FSH-B	Family Separation Housing – BAH Based Location (Members Only)
FSH-O	Family Separation Housing – OHA Based Location (Members Only)
FTA	Foreign Transfer Allowance (Employees Only)
FTR	Federal Travel Regulation
FVT	Family Visitation Travel (Employees Only)
FWS	U.S. Fish and Wildlife Service (Employees Only)
GAO	Government Accountability Office (formerly General Accounting Office)
GARS	Government Administrative Rate Supplement
GCC	Government (Transportation) Constructed Cost
GMR	Government Meal Rate
Gov't	(U.S.) Government
GSA	General Services Administration
GSBCA	General Services Administration Board of Contract Appeals
GTCC	Government Travel Charge Card
GTR	Government Transportation Request (SF 1169)
HHG	Household Goods
HHS	Health and Human Services (Members Only)
HHT	House Hunting Trip (Employees Only)
HOR	Home of Record
HOS	Home of Selection (Members Only)
HSTA	Home Service Transfer Allowance (Employees Only)
IAW	In Accordance With
IBA	Individually Billed Government Travel Charge Card Account. Does not apply to any other form of personal credit card.
ICW	In Connection With
IDL	International Date Line
IDT	Inactive Duty Training (Members Only)
IE	Incidental Expenses
ILPP	(DoD) Integrated Lodging Program Pilot
IPCOT	In Place Consecutive Overseas Tour (Members Only)
IRS	Internal Revenue Service (Employees Only)
ITA	Invitational Travel Authorization
ITDY	Indeterminate TDY (Members Only)
ITRA	Income Tax Reimbursement Allowance (Employees Only)
JTF	Joint Task Force
JTR	Joint Travel Regulations
LPS	Living Pattern Survey (Members Only)
LQA	Living Quarters Allowance (Employees Only)
LWOP	Leave Without Pay (Employees Only)
M&IE	Meals and Incidental Expenses
MALT	Monetary Allowance in Lieu of Transportation
MALT PLUS	Monetary Allowance in Lieu of Transportation Plus Flat Per Diem

Acronym	Meaning
MAP	Military Advisory Panel
MEA	Miscellaneous Expense Allowance (Employees Only)
MHA	Military Housing Area (Members Only)
MIA	Missing in Action
MIHA	Move in Housing Allowance (Members Only)
MSC	Military Sealift Command (Employees Only)
MWD	Military Working Dog
NOAA	National Oceanic and Atmospheric Administration
NSA	National Security Agency
NTE	Not to exceed
NTS	Non-temporary Storage (also referred to as Extended Storage)
OCONUS	Outside the Continental United States
OHA	Overseas Housing Allowance (Members Only)
OMB	Office of Management and Budget
OPM	Office of Personnel Management
OSD	Office of the Secretary of Defense
PBP&E	Professional Books, Papers and Equipment (also referred to as PRO-Gear)
PCS	Permanent Change of Station
PDS	Permanent Duty Station
PDT	Permanent Duty Travel
PDTATAC	Per Diem, Travel and Transportation Allowance Committee
PDUSD (P&R)	Principal Deputy Under Secretary of Defense (Personnel & Readiness)
PHS	Public Health Service (same as USPHS)
P. L.	Public Law
PLEAD	Place from Which Entered (or Called) to Active Duty (Members Only)
PMR	Proportional Meal Rate
POA	Privately Owned Automobile
POC	Privately Owned Conveyance
PoC	Point of Contact
POD	Port of Debarkation
POE	Port of Embarkation
POV	Privately Owned Vehicle
POW	Prisoner of War
PPP	Priority Placement Program
PPV	Public-Private Venture (lodging)
QTRS	Quarters
R&R	Rest and Recuperation Leave
RAT	Renewal Agreement Travel (Employees Only)
RC	Reserve Component
RIT	Relocation Income Tax (Employees Only)
RSC	Relocation Service Company (Employees Only)
SDDC	(Military) Surface Deployment and Distribution Command
SEA	Subsistence Expense Allowance (Employees Only)
SECDEF	Secretary of Defense
SES	Senior Executive Service (Employees Only)
SIT	Storage in Transit
SMA	Separate Maintenance Allowance (Employees Only)
SR&R	Special Rest and Recuperation Absence (Members Only)
SROTC	Senior Reserve Officers' Training Corps
SSN	Social Security Number
TCS	Temporary Change of Station (Employees Only)
TDRL	Temporary Disability Retired List (Members Only)

Acronym	Meaning
TDY	Temporary Duty
TLA	Temporary Lodging Allowance – OCONUS (Members Only)
TLE	Temporary Lodging Expense – CONUS (Members Only)
TMC	Travel Management Company (formerly referred to as a DTMO contracted CTO or a GSA contracted TMC)
TMS	Travel Management System
TO	Transportation Officer
TQSA	Temporary Quarters Subsistence Allowance (Employees Only)
TQSE	Temporary Quarters Subsistence Expenses (Employees Only)
TQSE(AE)	Actual Expense Reimbursement for Temporary Quarters Subsistence Expenses (C)
TQSE(LS)	Lump Sum Reimbursement for Temporary Quarters Subsistence Expenses (Employees Only)
UB	Unaccompanied Baggage
UN	United Nations
U.S.	United States
USC	United States Code
USPHS	United States Public Health Service (same as PHS)
UTD	Uniformed Travel Determination (Members Only)
VA	Department of Veterans Affairs (Employees Only)
VAT	Value Added Tax
VPC	Vehicle Processing Center
YCA	Unrestricted airfare (fare basis code). The unrestricted airfare, or "YCA", has a last economy/coach seat on the aircraft availability to the traveler. See App P.

APPENDIX E: INVITATIONAL 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 (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 TDY DoD employee, 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 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. 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 an employee or member in an adverse action case. The testimony can be on behalf of the Gov't, the employee, or the 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 preliminary hearing 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 member's dependent(s) under (4) noted in Ch 7, Part D or an escort for a member under (5) 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 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. 5152-D, 6020, 6090, 7105, 7260or 7415. 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 member when competent authority determines the member is physically incapable of traveling alone or requires an attendant under par. 7080, 7085, 7205, 7315 or 7415. 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 an 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. 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 an 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 an employee or 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 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 an 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. 031902;

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 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 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 E); 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 preliminary hearing conducted under Article 32, Uniform Code of Military Justice, 10 USC §832. See par. A2j of this App.

4. 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.

5. Travel of a DoD Education Agency (DoDEA) Student for Academic Competitions and Co-curricular Activities. See par. 7160.

6. 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.

D. 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 par. 1225, App E 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

Guard Transportation Tickets Carefully. 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 Travel Management Company (TMC) if available. If the contract between the Gov't and the TMC does not permit the TMC 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 for the locality concerned. If your costs, particularly for lodging, are more than the applicable maximum per diem rate prescribed, only the maximum per diem rate is payable. See JTR, Ch 4, Part 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 and porters; 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, Ch 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.

The JTR is available on the Defense Travel Management Office website.

Address any inquiries regarding this travel to:_____

The travel authorized in this travel authorization is in the public interest, and is chargeable to: _____

E. Gov't Contractor/Contractor Employee's Travel

1. 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.

2. 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.

a. 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.

b. 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.

c. 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.

d. 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.

3. Gov't Contractor Letter of Authorization/Identification. See DoDI 3020.41 for information regarding contractors.

APPENDIX F: CONSUMABLE GOODS ALLOWANCES

A. Locations Having Consumable Goods Allowances

1. Members Only

a. A member, assigned to a PDS in an area listed below, is authorized to ship up to 1,250 lbs. of suitable consumable goods per tour-year (i.e., 12 month tour–1,250 lbs.; 18 month tour – 1,875 lbs., etc.).

b. Two consumable goods shipments (totaling 1,250 lbs.) per year are allowed if the consumable allowance is authorized.

2. Employees Only

a. An employee, assigned to a PDS in an area listed below, is authorized to ship up to 1,250 lbs. of suitable consumable goods per tour-year (i.e., 12 month tour – 1,250 lbs.; 18 month tour – 1,875 lbs., etc.).

b. Two consumable goods shipments (totaling 1,250 lbs.) per year are allowed if the consumable allowance is authorized.

c. This allowance is in addition to the 4,500 lbs. weight allowance authorized in par. 5692.

d. In no event may the total weight of HHG transported and/or stored at Gov't expense exceed 18,000 lbs..

e. The 18,000 lbs. includes the weight of HHG transported at Gov't expense, consumable goods shipments, and the weight of HHG stored.

3. Increased Consumable Goods Weight Allowance Request. Requests for increased weight allowances for consumable goods shipments must be justified in writing and sent through the appropriate organizational channels to the PDTATAC for action. In no event may the maximum weight allowance for consumable goods shipment exceed 2,000 lbs. per year.

4. Authorized Locations

Country/City	Effective Date
Afghanistan, Kabul	
Albania, Tirana	
Algeria, Algiers	
Angola, Luanda	
Armenia, Yerevan	
Azerbaijan, Baku	
Bangladesh, Dhaka	
Belarus, Minsk	
Benin, Cotonou	
Bolivia, La Paz	
Bosnia & Herzegovina, Federation of	
Botswana	
Bulgaria, Sofia	
Burkina Faso, Ouagadougou	
Burma, Rangoon	
Burundi, Bujumbura	
Cambodia, Phnom Penh	
Cameroon	
Douala	27 Jun 2012

Country/City	Effective Date
Yaoundé	
Cape Verde, Praia	
Central African Republic, Bangui	
Chad, N'Djamena	
China	
Beijing	
Chengdu	
Guangzhou	
Shanghai	
Shenyang	
Wuhan	27 Jun 2012
Congo, Democratic Republic of the	
Brazzaville	
Kinshasa	
Cote d'Ivoire, Abidjan	
Cuba, Havana	
Cyprus, Nicosia	
Czech Republic, Vyskov	
Djibouti	
East Timor (See Timor, L'Este)	
Ecuador, Quito	
Equatorial Guinea, Malabo	
Eritrea, Asmara	
Estonia	
Ethiopia, Addis Ababa	
Fiji, Suva	
Gabon, Libreville	
Gambia, Banjul	4 May 2014
Georgia, Tbilisi	
Ghana, Accra	
Grenada, St. George's	
Guinea, Conakry	
Guyana, Georgetown	
Haiti, Port Au Prince	27 Jun 2012
India	
Calcutta	
Chennai	
Kolkata	27 Jun 2012
Mumbai	
New Delhi	
Indonesia	
Ivory Coast (See Cote d'Ivoire)	
Kazakhstan	
Almaty (Alma-Ata)	
Astana (Aqmola)	
Kenya, Kisumu	
Kyrgyzstan, Bishkek	
Kosovo, Pristina	
Laos, Vientiane	27 Jun 2012
Latvia, Riga	
Liberia, Monrovia	
Libya, Tripoli	

Country/City	Effective Date
Lithuania, Vilnius	
Macedonia, Skopje	
Madagascar, Antananarivo	
Malawi, Lilongwe	
Mali, Bamako	
Marshall Islands, Majuro	27 Jun 2012
Mauritania, Nouakchott	
Micronesia, Kolonia	
Moldova, Chisinau	27 Jun 2012
Mongolia, Ulaanbaatar	
Montenegro, Podgorica	
Mozambique, Maputo	
Namibia, Windhoek	24 Jan 2012
Nepal, Kathmandu	
Nicaragua, Managua	
Niger, Niamey	
Nigeria	
Abuja	
Lagos	
Norway, Bodo	
Muscat	
Pakistan	
Islamabad	
Quetta	
Philippines, Manila	
Poland	
Bydgoszcz	
Szczecin	
Warsaw	
Romania, Bucharest	
Russia	
Moscow	
St. Petersburg	
Vladivostok	
Yekaterinburg	
Rwanda, Kigali	
Senegal	
Serbia, Belgrade	
Sierra Leone, Freetown	
Slovakia, Trencin	
Somalia, Mogadishu	
Sri Lanka, Colombo	
Sudan, Khartoum	
Suriname, Paramaribo	
Syria, Damascus	
Tajikistan, Dushanbe	
Tanzania, Dar es Salaam	
Thailand, Udorn	27 Jun 2012
Timor, L'Este, Dili	
Togo, Lome	
Turkmenistan, Ashgabat	
Uganda, Kampala	

Country/City	Effective Date
Ukraine, Kiev	
Uzbekistan, Tashkent	
Venezuela, Caracas	
Vietnam	
Hanoi	27 Jun 2012
Ho Chi Minh City	27 Jun 2012
Yemen, Sanaa	
Zaire (See Congo, Democratic Republic of the)	
Zambia, Lusaka	
Zimbabwe, Harare	27 Jun 2012

B. Criteria For Establishing A Consumable Goods Allowance

1. The senior officer, in the area concerned, may submit a justified request for the area to be designated as an OCONUS location to which consumable goods may be shipped. The justified request is sent through the appropriate organizational channels to the following for approval:

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

2. The request must address the following questions:

a. How many members and DoD employees serve in the area?

b. Are State Department employees authorized a consumable goods shipment to the area?

c. What types of consumable goods are unavailable locally? Please include foodstuffs, household and personal items.

d. Is the quality of consumable goods available locally equivalent to the American counterpart? If not, explain.

e. What factors contribute to the lack of a reliable local source of adequate, necessary consumable goods? Are those factors likely to improve in the foreseeable future?

f. Do locally available fresh foods require preparation far different from the American counterpart of those foods? If so, explain.

g. Why do members/employees prefer/need to eat canned/dried/processed vegetables and produce versus locally available items?

h. Do food shortages require members/employees to wait in line for items for long periods?

i. Does State Department have a commissary or food locker/co-op at the station? If so:

(a) What is the space and storage capacity of the facility?

(b) What variety of items are available?

(c) How often is it restocked?

(d) Can members/employees place bulk orders for consumable goods through the facility?

(e) How often are bulk orders placed?

(f) Are the bulk orders received on time?

j. Who is the PoC for this request? Please include commercial phone and fax numbers, and email address, if available.

3. The high price of consumable goods in an area is not a factor in deciding whether or not to establish a consumable goods allowance. COLA is designed to offset a high cost of living at an OCONUS PDS.

APPENDIX G: QUICK REFERENCE TABLES FOR REIMBURSABLE AND NON-REIMBURSABLE OFFICIAL TRAVEL EXPENSES

A. 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.

Reimbursable Official Travel Expenses	Members		Employees	
	PCS	TDY	PCS	TDY
Arrival or Departure Taxes or Fees	X	X	X	X
Baggage check in fee, curbside (Travelers with a disability/special need only)	X	X	X	X
Baggage, excess accompanied	X	X	X	X
Baggage Expenses (limited only to those authorized in par. 2830)	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
Computer internet connections		X		X
Conference Registration Fee		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 (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, not dependents)	X	X	X	X
Early checkout penalty when TDY is curtailed/canceled/interrupted		X		X
Energy surcharge fees	X	X	X	X
Green card fees	X	X	X	X
Government conveyance costs		X		X
GTCC late payment, expedited delivery, and Chip/PIN card issue fees	X	X	X	X
Guide services		X		X
Immunizations/inoculations and other disease preventive medical prophylaxes (e.g., oral antimalarial prophylaxis) that are not available through a Federal dispensary for OCONUS travel	X	X	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. (Members Only)		X		
Lodging reimbursement while on leave, when receiving long-term TDY flat rate per diem (Employees Only)				X
Lodging tax in CONUS and non-foreign OCONUS areas only	X	X	X	X
Merchant surcharge - GTCC or personal charge card (ICW official travel) (Members Only)	X	X		
Merchant surcharge - GTCC only (ICW official travel) (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 (Employees Only)				X
POC use on TDY (when POC use is advantageous to the Gov't)		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 traveler with a disability/special need	X	X	X	X
Tips, baggage handling -- for dep baggage that sponsor cannot handle when dep travels with the sponsor	X		X	
Tips, baggage handling -- for unaccompanied dependent's baggage	X		X	
Tips, taxi cab/limousine service. Not separately reimbursable but included in the cost of the transportation	X	X	X	X
Transportation between Interim Terminals	X	X	X	X
Transportation to/from the transportation terminal	X	X	X	X
Travel and transportation related expenses	X	X	X	X
Value added tax relief certificate		X		X
Visa fees for OCONUS travel	X	X	X	X

B. Non-Reimbursable Official Travel Expenses

Non-Reimbursable Official Travel Expenses
Baggage check-in fee, curbside
Communication services
Laundry/dry cleaning and pressing of clothing
Medical fees
Mission related expenses
Passport fees for an acquired dependent (Members Only)
Personal expenses
Phone calls, official
Potable water and ice
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 handling
Tips for handling Gov't property
Tips ICW courtesy transportation (e.g., hotel, park and ride or airport shuttles)
Transportation network company cancellation fees and penalties
Travel expenses incurred for obtaining required immunizations/inoculations ICW OCONUS travel

APPENDIX H: TRAVEL PURPOSE IDENTIFIERS AND TRANSPORTATION DECISION SUPPORT TOOLS

A. Travel Purpose Identifiers. DoD travelers Refer to ECFR Title 41, Chapter 301, Appendix C: Standard Data Elements for Federal Travel, for guidance on data elements and trip descriptions.

B. Reporting Data Elements And Procedures Format. Other than Economy/Coach Travel Reporting Data Elements and Procedures are listed below:

1. Traveler's Name (Last/First/MI; e.g., Smith, John. Q.): _____

and Sponsor's Name (if applicable): _____

2. Traveler's Rank/Grade (e.g., O-7, E-6, GS-14, Civilian): _____

and Sponsor's Rank/Grade (if applicable): _____

3. Last 4 SSN (Last 4 digits of traveler's Social Security Number): _____

and Sponsor's Last 4 SSN (if applicable): _____

4. Service/Agency of traveler (e.g., U.S. Army, DIA): _____

5. Organization of traveler (e.g., 434 ARW/FMF): _____

6. Work Phone (Comm and DSN (both with area codes): _____

7. Email Address: _____

8. Travel Purpose (see par. A) NOTE: These codes are a means to categorize a particular trip; they do not in any way convey authority to use other than economy/coach accommodations.

9. Enter all proposed trip legs in the following table:

Leg Start Date	Leg End Date	Mode of Travel	Fare Class	Leg Origin	Leg Destination

10. Fare Paid for other than economy/coach class accommodations (nearest dollar): _____

11. Coach Fare amount leg would cost if coach class used (nearest dollar): _____.

12. Ticket Issuing Location (Name and Location of Travel Management Company (TMC): _____

13. Approval reason code and JTR par. justification reference:

Approval Code: _____

Par. Reference: _____

14. Approval Authority of other than economy/coach accommodations (i.e., name, title): _____

C. First Class Air Accommodations Codes. Also see par. 3520-C. One of the other 6 reasons (F1 through F5 or FC) must also apply.

Approval Code	JTR Paragraph Reference	Reason For Travel
F1	Par. 3520-C1b	Lower Class Not Available in Time
F2	Par. 3520-C3	Medical
F3	Par. 3520-C4	Security
F4	Par. 3520-C5	Mission
F5	Par. 3520-C6	Only first class provided
F6	Par. 3520-C7	Non Federal source
FC	Par. 3520-C8	Congressional Travel

D. First Class Decision Support Tool

1. Authorization Approval Authority. Since 1 March 2004, authorization/approval authority for other than economy/coach class accommodations has been at the senior official level with specific delegations required for authority below that level. Consult Service/agency written material for the current business class AOs.

2. First Class Air Accommodations Codes References. References at the end of the questions (e.g., (F1), (F4) refer to First Class Air Accommodations Codes.

3. First Class Accommodations Requests

a. Is the request for first class accommodations because other than economy/coach class airfare costs less than the least expensive unrestricted economy/coach class airfare?

(1) NO. First class accommodations must not be authorized/approved.

b. Is the request for first class accommodations because lower class accommodations are not reasonably available (F1)?

(1) NO. First class accommodations must not be authorized/approved.

(2) YES. Are accommodations, other than first class, available on an airline scheduled to leave within 24 hours before the traveler's proposed departure time, or scheduled to arrive up to 24 hours before the traveler's proposed arrival time?

(a) YES. Would traveler arrive later than the required reporting time at the duty site?

-1- YES. Is the travel for PCS, RAT/COT/IPCOT leave, EVT, FVT, emergency leave, R&R, FEML, or evacuation?

-a- YES. First class accommodations for these travel types must not be authorized/approved since arrival time/reporting time in these cases is not mission critical.

-b- NO. First class accommodations may be authorized/approved for the departure portion of the trip, considering when the TDY trip was identified, when travel reservations were made, whether or not the traveler can arrive earlier, etc.

(b) NO. Would the traveler be required to depart earlier than the traveler is scheduled to complete duty?

-1- YES. Is the travel for PCS, RAT/COT/IPCOT leave, EVT, FVT, emergency leave, R&R, FEML, or evacuation?

-a- YES. First class accommodations for these travel types must not be authorized/approved since arrival time/reporting time in these cases is not mission critical.

-b- NO. First class may be authorized/approved for the return portion of the trip, considering when the TDY trip was identified, when travel reservations were made, whether or not the traveler can delay departure, etc.

c. Is the request for first class accommodations because of medical reasons (F2)?

(1) NO. First class accommodations must not be authorized/approved.

(2) YES. Has a medical authority certified sufficient justification/documentation that the disability or other special medical needs exists and the medical condition necessitates first class accommodations?

(a) NO. First class accommodations must not be authorized/approved.

(b) YES. Can lower cost economy accommodations (e.g., 'bulk head' seating, or providing two economy seats or a business class seat or shorter flights) meet the traveler's requirements?

(1) YES. First class accommodations must not be authorized/approved.

(2) NO. First class accommodations may be authorized/approved.

d. Is the request for first class accommodations due to exceptional security circumstances (F3)?

(1) NO. First class accommodations must not be authorized/approved.

(2) YES. Would use of other than first class accommodations entail danger to the traveler's life or Government property?

(a) YES. First class accommodations may be authorized/approved.

(b) NO. Are travelers agents of protective details accompanying individuals authorized to use first class accommodations?

(1) YES. Are travelers required while traveling to remain in the immediate area of the individuals they are protecting?

-a- NO. First class accommodations must not be authorized/approved.

-b- YES. First class accommodations may be authorized/approved.

(2) NO. Are travelers, couriers or control officers accompanying controlled pouches or packages?

-a- NO. First class accommodations must not be authorized/approved.

-b- YES. Can adequate security of the pouch or package be maintained in coach or business class?

-1- YES. First class accommodations must not be authorized/approved.

-2- NO. First class accommodations may be authorized/approved.

e. Is the request for first class accommodations mission required (F4)?

(1) NO. First class accommodations must not be authorized/approved.

(2) YES. Is travel in connection with Federal Advisory Committees (5 USC app. (http://www.usdoj.gov/04foia/facastat.pdf))?

(a) YES. First class accommodations may be authorized/approved. For DoD, the Director, Administration and Management, Office of the Secretary of Defense, or the Director's designee is the only authorization/approval authority.

(b) NO. Is the traveler a high level invited guest?

(1) YES. First class accommodations may be authorized/approved. For DoD, the Director, Administration and Management, Office of the Secretary of Defense, or the Director's designee is the only authorization/approval authority.

(2) NO. Is the traveler a U.S. armed forces attaché accompanying ministers of foreign governments traveling to the U.S. to consult with U.S. Federal Gov't officials?

-a- YES. First class accommodations may be authorized/approved. For DoD, the Director, Administration and Management, Office of the Secretary of Defense, or the Director's designee is the only authorization/approval authority.

-b- NO. First class accommodations must not be authorized/approved.

f. Is the request for first class accommodations that the regularly scheduled flights between the authorized origin and destination (including connection points) provide only first class accommodations (F5)?

(1) NO. First class accommodations must not be authorized/approved.

(2) YES. Has the TO/agent documented that there are no other scheduled coach or business class flights/seats?

(a) NO. First class accommodations must not be authorized/approved.

(b) YES. First class accommodations may be authorized/approved.

g. Is the request for first class accommodations because a non-Federal source is paying (F6)?

(1) NO. First class accommodations must not be authorized/approved.

(2) YES. Does the non-Federal source want the traveler to use first class accommodations and has the traveler met at least one of the other first class accommodations criteria (F1 through F5)?

(a) NO. First class accommodations must not be authorized/approved.

(b) YES. Have the transportation services been paid in advance by a non-federal source?

(1) NO. First class accommodations must not be authorized/approved.

(2) YES. First class accommodations may be authorized/approved.

h. Is the request for first class accommodations for a member/employee traveling in support of congressional travel (FC)?

(1) NO. First class accommodations must not be authorized/approved.

(2) YES. An approval authority must sign a separate and distinct authorization form for issuance of any other than economy/coach class ticket even when the authorization comes from the Chairman of the Congressional Committee or Leadership/Speaker of the House.

E. Business Class Air Accommodations Codes. Also see par. 3500-D.

Approval Code/Reference/Reason		
Approval Code	JTR Paragraph Reference	Reason For Travel
B1	Par. 3520-C3	Medical
B2	Par. 3520-C4	Security
B3	Par. 3520-C9	Foreign flag coach not adequate
B4	Par. 3520-C6	Only business class provided
B5	Par. 3520-C7	Non-Federal source [1]
B6	Par. 3520-C11a	Over 14 hours
B7	Par. 3520-C10	Overall savings
B8	Par. 3520-C1b	Lower Class Not Available in Time
B9	Par. 3520-C5	Mission
BC	Par. 3520-C8	Congressional Travel
BF	Par. 3520-C12	Required by Foreign Government Regulations, MOU/MOA/SOFA

[1] For business class accommodations, this is a stand-alone reason.

F. Business Class Decisions Support Tool

1. Authorization Approval Authority. Since 1 March 2004, authorization/approval authority for other than economy/coach accommodations has been at the senior official level with specific delegations required for authority below that level. Consult Service/agency written material for the current business class AOs.

2. Business Class Air Accommodations Codes References. References at the end of the questions (e.g., (B1), (B7)) refer to Business Class Air Accommodations Codes.

3. Business Class Accommodations Requests

a. Is the request for business class accommodations because other than economy/coach airfare costs less than the least expensive unrestricted economy/coach airfare (B7)?

(1) NO. Business class accommodations must not be authorized/approved.

b. Is the request for business class accommodations because there are no least expensive unrestricted economy/ coach accommodations on any scheduled flight in time to accomplish the official (TDY) travel purpose/mission (B8)?

(1) NO. Business class accommodations must not be authorized/approved.

(2) YES. Is the mission so urgent that it cannot be postponed?

(a1) NO. Business class accommodations must not be authorized/approved.

(b) YES. Is the travel for PCS, RAT/COT/IPCOT, leave, emergency leave, R&R, FEML, or evacuation?

(1) YES. Business class accommodations must not be authorized/approved since arrival time

reporting time in these cases is not mission critical.

-a- NO. Business class accommodations may be authorized/approved for the trip's departure, considering when the TDY trip was identified and travel reservations were made, whether traveler can arrive even earlier, etc. Coach accommodations should be used for the return flight if the return flight is not critical and the traveler can rest before reporting back to work.

c. Is the request for business class accommodations because of medical reasons (B1)?

(1) NO. Business class accommodations must not be authorized/approved.

(2) YES. Has a medical authority certified sufficient justification/documentation that the disability or other special medical need exists and the medical condition necessitates business class accommodations?

(a) NO. Business class accommodations must not be authorized/approved.

(b) YES. Can lower cost economy accommodations (e.g., 'bulk head' seating, or providing two economy seats or shorter flights) meet the traveler's requirements?

-1- YES. Business class accommodations must not authorized/approved.

-2- NO. Business class accommodations may be authorized/approved.

d. Is the request for business class accommodations due to exceptional security circumstances (B2)?

(1) NO. Business class accommodations must not be authorized/approved.

(2) YES. Would use of other than business class accommodations entail danger to the traveler's life or Gov't property?

(a) YES. Business class accommodations may be authorized/approved.

(b) NO. Are travelers agents of protective details accompanying individuals authorized to use business class accommodations?

-1- YES. Are travelers required while traveling to remain in the immediate area of the individuals they are protecting?

-a- NO. Business class accommodations must not be authorized/approved.

-b- YES. Business class accommodations may be authorized/approved.

-2- NO. Are travelers, couriers or control officers accompanying controlled pouches or packages?

-a- NO. Business class accommodations must not be authorized/approved.

-b- YES. Can adequate security of the pouch or package be maintained in coach class?

/1/ YES. Business class accommodations must not be authorized/approved.

/2/ NO. Business class accommodations may be authorized/approved.

e. Is the request for business class accommodations mission required (B9)?

(1) NO. Business class accommodations must not be authorized/approved.

(2) YES. Is travel in connection with the Federal Advisory Committees Act?

(a) YES. Business class accommodations may be authorized/approved. For DoD, the Director, Administration and Management, Office of the SECDEF, or the Director's designee is the only authorization/approval authority.

(b) NO. Is the traveler a high level invited guest?

(1) YES. Business class accommodations may be authorized/approved. For DoD, the Director, Administration and Management, Office of the SECDEF, or the Director's designee is the only authorization/approval authority.

(2) NO. Is the traveler a U.S. armed forces attaché accompanying ministers of a foreign government traveling to the U.S. to consult with U.S. Federal Gov't officials?

-a- YES. Business class accommodations may be authorized/approved. For DoD, the Director, Administration and Management, Office of the SECDEF, or the Director's designee is the only authorization/approval authority.

-b- NO. Business class accommodations must not be authorized/approved.

f. Is the request for business class accommodations because the regularly scheduled flights between the authorized origin and destination (including connection points) provide only business class accommodations (B4)?

(1) NO. Business class accommodations must not be authorized/approved.

(2) YES. Has the TO/agent documented that no other scheduled coach class flights are available?

(a) NO. Business class accommodations must not be authorized/approved.

(b) YES. Business class accommodations may be authorized/approved.

g. Is the request for business class accommodations because a non-Federal source is paying (B5)?

(1) NO. Business class accommodations must not be authorized/approved.

(2) YES. Does the non-Federal source want the traveler to use business class accommodations?

(a) NO. Business class accommodations must not be authorized/approved.

(b) YES. Have the transportation services been paid in advance by a non-federal source?

(1) NO. Business class accommodations must not be authorized/approved.

(2) YES. Business class accommodations may be authorized/approved.

h. Is the request for business class accommodations because coach class accommodations on foreign carriers do not provide adequate sanitation or meet health standards (B3)?

(1) NO. Business class accommodations must not be authorized/approved.

(2) YES. Has foreign flag service use been authorized/approved in accordance with the Fly America

Act?

(a) NO. Business class accommodations must not be authorized/approved.

(b) YES. Does the aircraft have more than two cabins?

-1- NO. Business class accommodations must not be authorized/approved. The front cabin is first class (making first class criteria applicable) regardless of what class the airline calls it.

-2- YES. Business class accommodations may be authorized/approved.

i. Is the request for business class accommodations because business class accommodations would result in an overall savings to the Gov't (B7)?

(1) NO. Business class accommodations must not be authorized/approved.

(2) YES. Is this based on economic considerations (e.g., the avoidance of additional subsistence costs, overtime, or lost productive time) that would be incurred while awaiting coach class accommodations?

(a) NO. Business accommodations must not be authorized/approved.

(b) YES. Is there an actual cost comparison showing the overall savings details?

-1- NO. Business accommodations must not be authorized/approved.

-2- YES. Does the aircraft have more than two cabins?

-a- NO. Business accommodations must not be authorized/approved. The front cabin is first class (making first class criteria applicable) regardless of what class the airline calls it.

-b- YES. Business accommodations may be authorized/approved.

j. Is the request for business accommodations because the scheduled flight time is in excess of 14 hours (B6)?

(1) NO. Business accommodations must not be authorized/approved.

(2) YES. Is the time between the scheduled aircraft departure from the airport serving the PDS/TDY point and the scheduled aircraft arrival at the airport serving the TDY point/PDS including scheduled non overnight time spent at airports during plane changes more than 14 hours?

(a) NO. Business accommodations must not be authorized/approved.

(b) YES. Does the traveler have to begin work immediately after arrival?

-1- NO. Business accommodations must not be authorized/approved.

-2- YES. Can a rest period be scheduled en route or at the TDY site before starting work?

-a- YES. Business class accommodations must not be authorized/approved.

-b- NO. Is the TDY purpose/mission so urgent that it cannot be delayed or postponed?

/1/ NO. Business accommodations must not be authorized/approved.

/2/ YES. Is the travel for PCS, RAT/COT/IPCOT, leave, emergency leave, R&R, FEML, or evacuation or any transportation other than TDY?

/a/ YES. Business accommodations must not be authorized/ approved.

/b/ NO. Business accommodations may be authorized/approved for the departure portion of the trip, considering when the TDY trip was identified, when travel reservations were made, etc. Coach accommodations are used for the return flight if the return flight is not critical and the traveler can rest before reporting back to work.

k. Is the request for business accommodations for a member/employee traveling in support of congressional travel? (BC)?

(1) NO. Business accommodations must not be authorized/approved.

(2) YES. An approval authority must sign a separate and distinct authorization form for issuance of a business class ticket even when the authorization comes from the Chairman of the Congressional Committee or Leadership/Speaker of the House.

G. Restricted Airfare Checklist for AOs. Also see par. 3500-B and the DTMO website for an electronic version of this document.

1. General

a. DoD Travel Policy. Existing DoD travel policy allows the use of restricted airfares available to the general public.

b. City Pair Fare is Available. When a city pair fare is available, the AO must complete the below checklist to determine the feasibility of a traveler using a restricted airfare.

2. Checklist. Prior to booking travel arrangement(s), please review the following questions.

No.	Item	Yes	No
1.	Is the traveler's departure date more than 7 days from ticket purchase?		
2.	Is the travel firm (i.e., not subject to date, time and/ or destination(s) change)?		
3.	Is the traveler's mission to a single location?		
4.	Is the traveler able to obtain an approved travel authorization to purchase a restricted ticket within the allotted advanced purchase time limit? Most restricted airfares have advanced purchase and ticketing requirements, which vary by airline. Refer to the airline website for advance purchase requirements.		
5.	Is the cost of the restricted airfare less than the least expensive unrestricted economy/coach airfare (by $200 or more on a U.S. domestic flight, or $300 on an International flight since these amounts are the change/cancellation fee charges)? Example: $475 Round Trip Unrestricted Fare; Nonrefundable fare is $200. Question is whether AO should approve restricted fare of $200, knowing a change fee is $200. Answer is yes since $200 + $200 = $400 which is still less than $475. For city pair routes, to achieve cost savings, travelers must consider the lowest available unrestricted economy/coach airfare (i.e., YCA or –CA, if offered).		

3 Restricted Airfare Determination

a. If the traveler meets the above criteria, they are ready to book a restricted airfare reservation.

b. If the answer to any of the questions is "NO", then the AO must determine if the savings from a reduced fare is worth the risk that the itinerary may change and penalties could be incurred.

c. Most restricted airfares have rules and penalties for changes and cancellations after ticketing, which may result in additional costs, making the command liable for any change fee. See the airline's website for more information.

d. Restricted airfares must be purchased through the TMC and paid for with a GTCC. Restricted airfares may not be purchased through on-line booking services.

4. Limitations and Restrictions

a. Par. 3045-E applies if a Gov't TMC is not available.

b. If a restricted airfare is approved by the AO, the funding Command, not the traveler, accepts total financial responsibility for the restricted airline ticket if the trip is changed/cancelled for any official reason.

c. See par. 3500-B1d for personal limitations and restrictions when using restricted airfares for official travel.

☐ Approved		☐ Disapproved
_____ Approving Official's Name	_____ Approving Official's Signature	_____ Date

H. Other Than Economy/Coach Accommodations for a Medical Disability/Special Need Reason

1. It is DoD policy (see par. 2110-J) that 'other than economy/coach' accommodations, due to a medical disability/special need, be used only when there is no alternative means to accommodate the traveler's condition (e.g., bulkhead, aisle seating, use of two adjoining coach seats, etc.). The condition must be certified by a medical authority and authorized by the 'other than economy/coach' AO in advance of travel. This requirement is in the JTR. A certification validating the medical disability/special need is effective for up to six months or the duration of the medical disability/special need, whichever is shorter. A medical disability/special need described as a lifelong condition requires a certification statement every two years from a physician.

2. A traveler who requests 'other than economy/coach' accommodations due to disability or other special need should request authorization well in advance of anticipated travel to ensure there is sufficient time to obtain required 'other than economy/coach' authorization prior to travel.

3. If extenuating circumstances or emergency situations prevent advance authorization, the traveler must obtain written approval from the appropriate 'other than economy/ coach' AO within 7 days of travel completion. Failure to receive the appropriate authorization/approval for 'other than economy/coach' transportation either before or after travel may result in the traveler being financially liable for costs in excess of the economy/coach class airfare.

I. Other Than Economy/Coach Transportation Approval Checklist. Although existing policy allows the use of 'Other Than Economy/Coach' Transportation (i.e., Premium Class Travel) in certain circumstances, the Approving Official (AO) must certify that all decision factors and other alternatives were considered prior to recommending approval. The 'Other Than Economy/Coach' Transportation Approval Checklist must be used and submitted as part of the approval documentation. It is used to certify that the decision factors and other alternatives were considered

in the approval process.

Item	Yes	No
1. Can the objective be accomplished by correspondence, teleconference, web-based communications or other appropriate means?		
2. Is the trip for any of the following reasons: Permanent Change of Station (PCS); Renewal Agreement Travel (RAT); Consecutive Overseas Tour (COT); In Place Consecutive Overseas Tour Leave (IPCOT); Emergency Visitation Travel (EVT); Family Visitation Travel (FVT); Emergency Leave; Rest & Recuperation (R&R); Funded Environmental and Morale Leave (FEML); or Evacuation? 'Other Than Economy/Coach' transportation should not be approved for any of these trips types.		
3. Could another traveler accomplish the mission?		
4. Could a GSA "business class" city pair airfare be used for 'Other Than Economy/Coach' transportation?		
5. Could lower cost accommodations (i.e., economy-plus/coach elite, bulkhead, two economy seats or lowest business class seating be used as an alternative to 'Other Than Economy/Coach' seating/airfares?		
6. Is the cost for 'Other Than Economy/Coach' airfare less than the cost for the least expensive unrestricted economy-/coach-class airfare?		
7. Have other alternative travel dates and/or times been considered to obtain an economy-/coach-class airfare?		
8. If flight time is in excess of 14 hours, (including non-overnight airport stopovers and plane changes) could an en route stopover or rest-period at the TDY location before beginning work accomplish travel at a lower cost?		
9. Has sufficient justification been provided from a medical authority, certified in the last six months, that a disability or other special medical need exists and the condition necessitates 'Other Than Economy/Coach' transportation? If the disability is a lifelong condition, then a certification statement is required every two years.		
10. FOR DoD: As the authorizing official, reporting offices (approval authority) must ensure that all trips involving Other Than Economy/Coach Class airfares have been approved in accordance with all regulations.		
11. REMARKS (For additional/beneficial information or comments applied in the decision process.)		

Recommend approval of attached 'Other Than Economy/Coach' Transportation request for:		
_____		_____
Traveler Name		Date
_____	_____	_____
Recommending Official's Name	Recommending Official's Title	Recommending Official's Signature
See the DTMO website for an electronic version of this document.		

J. Other Than Economy/Coach' Accommodations Determination Format

The request for first/business -class accommodations for _____
(enter full name of traveler)

is authorized/approved/disapproved.

_____ _____

Type Full Name, Rank and Office Symbol of 'Other than Economy/Coach' Authorizing/Approving Signature DATE

K. Other Than Coach Accommodations Codes for Train Travel. Also see par. 3625-D.

Approval Code/Reference/Reason		
Approval Code	JTR Paragraph Reference	Reason For Travel
T1	Par. 3625-D1	Lower Class Not Available
T2	Par. 3625-D2	Medical
T3	Par. 3625-D3	Security
T4	Par. 3625-D4	Health Standards
T5	Par. 3625-D5	Mission
T6	Par. 3620	Advantageous to the Gov't

L. Other Than Lowest First Class Accommodations Codes for Ship Travel. Also see par. 3660-C.

Approval Code/Reference/Reason		
Approval Code	JTR Paragraph Reference	Reason For Travel
S1	Par. 3660-C1b	Lower Class Not Available
S2	Par. 3660-C1c	Medical
S3	Par. 3660-C1d	Security

APPENDIX I: TRAVEL ORDERS

EMPLOYEES ONLY

A. Delegation of Authority Only the officials listed in par. 3510 may authorize/approve premium class air accommodations.

1. Who May Issue a Travel Order (FTR §301-71.104)

a. General

(1) The Departments of the Army, Navy and Air Force have delegated authority to issue a travel order. That authority may be re-delegated, as shown in the following tables.

(2) Within a DoD Component other than in the Departments of the Army, Navy and Air Force, authority to issue a travel order is as delegated by the Component Head.

(3) One AO may ask another AO to issue an order. The requesting AO must provide the required information and accounting data.

(4) Specific travel order-issuing conditions are indicated in the following tables.

(5) Permitted delegations and re-delegations of travel order-issuing authority should be in writing, by organizational title to individual(s) for the purpose of authorizing/approving a travel order.

(6) See Ch 4, Part C for AEA information.

b. Army Delegation of Authority. All below are travel order issuance delegation.

Authorizing and Approving Official	TDY Travel [1]	PDT [5]	Invitational Travel [1, 6]
	Footnote		
Secretary of the Army			
Administrative Assistant to the Secretary of the Army	3	3	3
Chief of Staff	2		
Commander of an Army Command, Army Service Component Command, and of each Direct Reporting Unit (includes Combatant Command component), Head of an Army Staff Agency, Commander of a Major Subordinate Command, Regional Commander, and Commander of an Installation, Activity, and Field Operating Agency	2, 4, 7		
Commander or Head of an Installation, Activity, or Field Operating Agency (A1)	4, 7		
National Guard Adjutants General of the Respective States	4		4

[1] Issuance is subject to the provisions of AR 600-8-10, "Leaves and Passes."

[2] This official may re-delegate authority to a subordinate installation commander or activity and field operating agency for TDY travel order issuance for travel to, from, and between OCONUS areas when AR 600-8-10 does not require issuance of a travel order by Headquarters, Department of the Army. When such authority is re-delegated, it must be for a specific project and time period.

[3] For the Office of the Secretary of the Army and elements reporting directly thereto.

[4] For the National Guard Bureau, prior authority from the Chief, National Guard Bureau is required prior to a

blanket TDY travel order issuance. Blanket travel orders are not used in DTS.

[5] For PCS between CONUS locations: applies to a Commander to whom authority has been delegated to fill a position. This official may re-delegate authority to issue a PDT travel order. For PCS to, from or between OCONUS locations: applies to a Commander who is responsible for filling requisitions and processing appointments to an OCONUS area, or for assigning an employee to an OCONUS PDS. This official may re-delegate authority to issue a PDT order. The gaining activity is responsible for travel order issuance but may request the losing activity to issue the travel order.

[6] Responsibility for a PCS travel order issuance belongs to a commander who has received delegated authority to fill positions, a commander who is responsible for filling requisition and processing appointments OCONUS, the commander of an activity in which at least one individual is employed, or the commander of a gaining activity, as appropriate, with regard to the PCS travel type involved.

[7] TDY over 180 days may be authorized/approved by an official of at least 2-star level/equivalent IAW par. 2230-A requirements.

c. Navy Delegation of Authority. An "X" indicates travel order issuance delegation.

Authorizing and Approving Official	TDY Travel	PDT 3		Invitational Travel [1, 2]
	Trip and Blanket Travel Orders [1, 2]	OCONUS Involving Employment Agreements	Other Incl CONUS First Duty Station Travel	
Secretary of the Navy	X	X	X	X
Under Secretary of the Navy	X	X	X	X
Deputy Under Secretary for Manpower	X	X	X	X
Assistant Secretaries of the Navy	X	X	X	X
Special Assistant to the Secretary of the Navy	X	X	X	X
Commandant, Assistant Commandant, and Director, USMC Staff	X	X	X	X
Chief, Deputy Chief, Vice Chief, and Assistant Chief of Bureaus and Offices and the Head of an Office of the Navy Department	X	X	X	X
Auditor General of the Navy and Director, Naval Audit Service	X	X	X	X
Director, each Naval Audit Service Regions	X			
Representative of the Office of the Deputy Assistant Secretary of the Navy (Civilian Personnel/Equal Employment Opportunity)	X	X	X	
Commander and Vice Commander of Naval Systems Command HQs	X	X	X	
Commander, Deputy Commander and Chief of Staff, Military Sealift Command	X	X	X	X
Director, Defense Printing Service	X	X	X	
Director, Naval Training Aids Center	X			
Executive Assistant to the Commander and Administrative Officer, Naval Facilities Engineering Command Headquarters	X	X	X	X
Chairman, Armed Services Board of Contract Appeals	X	X	X	
Commanding Officer/Executive Officer and Head of an Activity of the Department of the Navy	X	X	X	X

Authorizing and Approving Official	TDY Travel	PDT 3		Invitational Travel [1, 2]
	Trip and Blanket Travel Orders [1, 2]	OCONUS Involving Employment Agreements	Other Incl CONUS First Duty Station Travel	
Director, Assistant Director, and Recruiting Representative of OCONUS and Return Placement Staff		X		
Director of Civilian Personnel and Industrial Relations Officer		X	X	
Industrial Relations Officer and the Director of Industrial Relations Divisions in all MSC Commands and each Military Sealift Command Recruiting Representative	X	X	X	X
Superintendent and Deputy Superintendent of the Dependents Schooling Office, Atlantic		X		
Deputy Assistant Director for Career Services, Naval Investigative Service Headquarters		X	X	

[1] Issuance is subject to OPNAVINST 4650.11(series) concerning an official visit to a military installation and to OPNAVINST 5510.1(series), Department of the Navy Security Program Regulation, Ch 16 for duty involving access to classified material.

[2] An official authorized to issue a TDY travel order and/or an ITA may delegate in writing to a subordinate official the authority to sign such an order "by direction." Authority for authorizing spouse travel rests at the 4 Star level (may be re-delegated to the Major Command Chief of Staff or equivalent senior level official only).

[3] An official authorized to issue a service agreement or PDT order may not re-delegate this authority. In the absence of the designated official, an official "acting" is authorized to sign the service agreement or travel order as "acting."

d. Air Force Delegation of Authority. All below are Travel Order Issuance Delegation

Authorizing and Approving Official	TDY Travel 1, 9	PDT	Invitational Travel 9
	Footnote		
Secretary of the Air Force	3	6	
Chief of Staff, U.S. Air Force	4	6	
Commander, Major Air Command/FOA/DRU	5	6	
Commander, Intermediate Echelon	2, 5	6	7
Commander, Activity, Wing, Group, or Squadron	2, 5	6	7
Commander, North American Air Defense Command		6	
National Guard Adjutants General of the respective State	8	8	

[1] Issuance is subject to advance notification and clearance requirements in the restrictions in AFI 31-501.

[2] Prior authorization by the major air command concerned is required for TDY assignments in excess of 180 days. Authority may be re-delegated to lower echelons if desired.

[3] Prior authorization by the Administrative Assistant to the Secretary of the Air Force is required to issue a blanket TDY travel authorization for an employee of the Office of the Secretary of the Air Force. A blanket travel order is not used in DTS.

[4] Prior authorization by AF/DALB is required to issue a blanket TDY travel authorization for a Headquarters, U.S. Air Force civilian employee. A blanket travel order is not used in DTS.

[5] Prior authorization by the major command concerned is required to issue a blanket TDY travel order. However, authority may be re-delegated to lower echelons if desired. A blanket travel order may be for a specific project or period of time, or without limitation (other than the fiscal year) when justified. A blanket travel order is not used in DTS.

[6] Responsibility for PCS travel order issuance belongs to a commander who has received delegated authority to fill positions, a commander who is responsible for filling requisition and processing appointments OCONUS, the commander of an activity in which one individual is employed, or the commander of a gaining activity, as appropriate, with regard to the PCS travel type involved.

[7] When delegated by the responsible major air command.

[8] Authority for travel order issuance other than for invitational travel applies only to Air Force National Guard civilian technicians.

[9] An official authorized to issue a TDY travel order and/or an ITA may delegate in writing to a subordinate official the authority to sign such order "by direction." Authority for authorizing spouse travel rests at the 4 Star level (may be re-delegated to the Major Command Chief of Staff or equivalent senior level official only).

B. General Conditions

1. Order in Writing (FTR §301-71.107)

a. Policy. A travel order must be written or electronic (see par. G) and establish the conditions under which official travel and transportation is authorized at Gov't expense. It should be issued before travel begins unless an urgent/unusual situation prevents prior issuance.

b. Purposes (FTR §301-71.100). The purposes of a travel order are to:

(1) Provide the traveler information regarding what expenses may be paid;

(2) Provide TMCs and travel service vendors with necessary documentation for travel programs use;

(3) Provide necessary financial information for budgetary planning; and

(4) Identify the travel purpose.

c. Prohibition. A travel order must not be issued for reporting to the first PDS for duty except as in Ch 5, or for a pre-employment interview/examination except as in par. 7800.

d. Exceptions

(1) When travel is performed within the limits or immediate vicinity of a PDS, if deemed appropriate for fund approval purposes, an AO's authorization may be:

(a) Oral,

(b) By letter/message, or

(c) By travel order.

(2) A travel order is not necessary when it is known that the travel claim involves only commercial

transportation or POC mileage reimbursement.

(3) If a travel order is not issued, approval on a claim voucher should suffice for reimbursement purposes.

e. Sea Trial Travel Order

(1) Instead of an individual travel order, a travel order may be issued for employees participating in sea trial trips when the only per diem involved is the per diem payable while the employees are aboard the Gov't ship.

(2) The written travel order must show:

(a) The per diem authorization,

(b) The per diem rate,

(c) Duty dates,

(d) Accounting data, and

(e) The names of the employees assigned to the particular sea trial trip.

(3) A copy of the travel order must be given to each employee concerned.

f. 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.

2. Confirmatory Travel Order

a. If official travel begins or is performed before a written travel order is issued, the travel must be pursuant to proper oral, letter, or message authority.

b. A confirmatory travel order must:

(1) Be issued as promptly as possible,

(2) Include appropriate statements regarding the prior authorization and justification for any unusual issuance delay, and

(3) Be initiated by the official who directed the travel.

3. Blanket Travel Order. A blanket TDY travel order may be issued only in exceptional circumstances and when necessary to meet mission requirements. A blanket travel order,

a. Is limited to use within a stated geographical area, and

b. Is limited to a time period within a fiscal year, and

c. Must not be issued merely to authorize a specific number of trips to or between stated places or to enable variations in itinerary, and

d. Can only authorize economy-class travel. If travel in 'other than economy/coach' accommodations becomes necessary for a specific trip, an amendment to the travel order for each such trip must be issued.

Expense items requiring specific approval under these regulations also require specific approval. Blanket travel orders are not used in DTS.

4. Travel Order Amendment

a. Policy. An issued travel order may be changed or corrected (within certain limits) by issuing an amendment. An amendment may be issued before or after completion of travel to:

(1) Recognize an essential aspect of travel not known in advance,

(2) Change the period or place of TDY assignment,

(3) Include omitted pertinent information,

(4) Change allowances for unperformed travel or duty, and/or

(5) Correct erroneous information or clerical errors that do not affect reimbursement retroactively.

b. Authorization, Approval and Retroactive Modification

(1) Allowances may be:

(a) Authorized only in advance of travel in some instances and/or

(b) Approved after travel is completed.

(2) See App A for definitions of "authorize" and "approve".

(3) Approval after the fact, when permitted, does not constitute 'retroactive modification' of a travel order to create, change, or deny an allowance.

(4) Except to correct/complete a travel order to show the original intent, a travel order must not be revoked/ modified retroactively to create or deny an allowance (24 Comp. Gen. 439 (1944)). (Ex: It would be improper to amend a travel order to 'un-authorize' POC travel after travel had been completed that the travel order had clearly permitted POC use.)

(5) See pars. 4205 and 4210 regarding the effect of deductible meals on per diem rates.

c. Amendment Effective Date

(1) The amendment effective date is the issuance date unless a later date is specified.

(2) The amendment may indicate retroactive effect under the conditions in par. D1.

(3) An amendment authorizing a change in per diem or mileage rate and reimbursement basis applies only to unperformed travel on and after the effective date.

(4) An amendment changing allowance amounts should be made effective on a date that an employee reasonably may be expected to receive the amendment or advance notification of the effective date should be furnished the employee concerned.

d. How to Amend a Travel Order

(1) General. A travel authorization/order is amended by issuing an appropriate document citing the original travel order by number, and stating the pertinent changes, additions or deletions, and effective date(s).

(2) Responsible Official. The AO directing an employee's travel is responsible for amending a travel order. Before issuing a travel order amendment involving additional funds expenditure, authorization is required from the official whose funds are affected. Any official with delegated authority to issue a travel order may issue a permitted amendment.

5. Rescinding a Travel Order

a. An order may:

(1) Not be rescinded if an employee has traveled or incurred expenses that must be reimbursed under an issued travel order (GSBCA 15647-RELO, 20 September 2001); and

(2) Be rescinded when it applies to unperformed authorized travel.

b. Incurred expenses/services, initiated by the employee based on an anticipated travel order, are not reimbursable. See JTR, pars. 2200-D and 5506 and CBCA 1370-RELO, 22 January 2009.

6. Numbering Travel Order. Strict administrative control must be maintained over travel order issuance. Each authorized issuing office must assign an identifying number or symbol to each travel order and cite it as reference in related documents and records when necessary. Order identification must be as prescribed in Service regulations.

7. Authorization of a Travel Order (FTR §301-71.3). A travel order is "authorized" by affixing the AO's seal or signature. Authorization may be by written signature with printed name and title, by facsimile signature with printed name and title, by electronic signature with printed name and title if the security and privacy requirements established by the National Institute of Standards and Technology for electronic data interchange are met, or by seal.

8. Distribution. The required number of copies of a travel order for distribution depends on the circumstances and the Service organization concerned. In addition to the original and copies that a traveler may be required to submit with a travel claim (see financial management regulations), the traveler must be furnished sufficient copies to support:

a. Issuance of Gov't-procured transportation;

b. Travel advances;

c. HHG transportation and/or storage;

d. Transportation of unaccompanied dependents;

e. Transportation by Military Sealift Command (5 copies);

f. Transportation by Air Mobility Command (3 copies);

g. Immunizations/inoculations, passport, visa, and green cards. See App G.; and

h. Administrative requirements, including for a record in the employee's personnel folder, for OCONUS PCS travel.

9. Unused Travel Order. An unused travel order must be returned promptly to the AO with an appropriate explanation. That official must have the travel order canceled and a copy of the cancellation furnished to appropriate officials as required by Service directives.

10. Statements Required on a Travel Order. A travel order that does not have a box to check for a particular allowance must include a statement authorizing the allowance (Ex., DTR 4500.9-R, Part 1, Chapter 106, par. B indicates that a statement authorizing commercial vehicle rental must be contained in the travel order to expedite processing at rental location). A written order should also include notice that if the order conflicts with the JTR, the JTR prevails (CBCA 2143-RELO, 11 January 2011).

11. Recording Commercial Transportation Use for OCONUS Permanent Duty and RAT. When commercial facilities are authorized for any portion of the journey to, from, or between OCONUS stations, ICW initial appointment, reassignment, or transfer, or RAT, the office processing the appointment or transfer or authorizing the RAT must request the TO place an endorsement on a copy of the employee's travel order. The endorsement includes serial numbers of transportation requests issued for the travel, issue date, points between which transportation is furnished at Gov't expense and the name and grade or rating of the employee. The copy so
endorsed is placed in the employee's official personnel folder.

C. Travel Order Content

1. Form of Request. Use the travel order forms prescribed in this Appendix.

2. Information Required (FTR §301-10.5)

a. General Information. The following information must be included on each travel order. See par. 2110-E if premium class accommodations are authorized.

(1) Employee's name;

(2) AO's signature (digital in DTS);

(3) Travel purpose (see App H);

(4) Travel order conditions or limitations;

(5) Cost (for an open order, include a travel cost estimate over the period covered) estimate;

(6) A statement that the employee is authorized to travel;

(a) The following statement: "The Travel and Transportation Reform Act (TTRA) of 1998 stipulates that the GTCC must be used by all U.S. Gov't personnel (civilian and military) to pay for costs incident to official business travel unless specifically exempted by authority of the Administrator of General Services or the head of the agency." (DoDI 5154.31, Vol. 4, GTCC Regulations);

(b) . A statement indicating whether the traveler is/is not a GTCC IBA holder (DoDI 5154.31, Vol. 4, GTCC Regulations);

(c) If the traveler is a GTCC IBA holder, a statement indicating whether or not the traveler is exempt from the TTRA mandatory use provision. This statement also authorizes alternative payment methods (DoDI 5154.31, Vol. 4, GTCC Regulations);

(d) A statement indicating that a GTCC holder should obtain necessary cash (and the amount), as authorized, through ATMs rather than obtaining cash advances from a DoD disbursing officer (DoDI 5154.31, Vol. 4, GTCC Regulations) ;

(e) A statement indicating that TMC use to arrange official travel is mandatory, or a detailed statement of why a TMC is not available/not being used. Virtually every DoD component has a contractual arrangement with a TMC requiring that all official transportation (common carrier, special conveyance, etc.) be arranged through the TMC, if the TMC can provide the required official transportation arrangements.;

(f) A statement indicating that available GSA contract city pair airfare should be used for official travel unless one of the 5 exceptions in App P applies. The travel order must include a detailed explanation on why the contract city pair airfare was not used. For example, "Space on a scheduled contract flight is not available in time to accomplish the travel purpose, or contract service use would require the traveler to incur unnecessary overnight lodging costs that would increase the total trip cost.";

(g) A statement indicating whether transportation tickets are purchased using a GTCC CBA or IBA. This statement alerts the voucher examiner and avoids duplicate payments;

(h) If circuitous travel is authorized, it must be stated whether it is for official or personal reasons. Official travel locations must be identified and if personal locations are shown, they must be clearly identified as personal/leave travel locations and state that any excess cost is paid by the traveler;

(i) A statement that if the order conflicts with the JTR, the JTR prevails (CBCA 2143-RELO, 11 January 2011); and

(j) A statement justifying that alternate means, such as (Secure Video Teleconference (SVTC)) or other web-based communication is not sufficient to accomplish travel objectives.

b. Specific Authorization/Approval. (FTR §301-2.5) The following travel arrangements require specific authorization prior to travel commencement or specific approval:

(1) Use of premium class service on common carrier transportation (par. 3520-C);

(2) Use of a non U.S. flag air carrier (par. 3525);

(3) Use of extra-fare train service (par. 3625);

(4) Travel cost estimate (a blanket travel order should include an estimate for the period covered);

(5) A statement that the employee(s) is/are authorized to travel; and

(6) If permitted, a statement that return travel to the PDS during long-term TDY is authorized at Gov't expense, must be included on the travel order, or travel voucher or travel order amendment, if approved after the travel has been performed. This travel is an exception to the policy of scheduling travel during regular hours of duty. Accordingly, the authorized return should be performed outside the employee's regular duty hours or during authorized leave periods.

c. Advance Arrangements. The following travel arrangements require a written or electronic advance order:

(1) Reimbursement limitations for travel by an unauthorized transportation mode or route must be stated on the travel order under which a dependent travels;

(2) Reduced per diem rate payment (par. 4095);

(3) Acceptance of payment from a non-Federal source for travel expenses (Joint Ethics Regulation

(JER), DoD 5500.7-R; and

(4) Travel expenses related to conference attendance.

3. Blanket TDY Travel. A blanket TDY travel order must include the same basic information as in The Request and Authorization for TDY Travel of DoD Personnel (DD Form 1610), plus statements:

a. That the travel type is blanket TDY travel;

b. That the employee must proceed at such times, to such places, and at such frequency as may be necessary;

c. Of the general geographic area limitations;

d. Of a specific period of time within a fiscal year;

e. Of the reason(s) for this type of travel;

f. Designating the traveler as an acting TO, if applicable;

g. Authorizing special conveyance use with reimbursement allowed when approved on claim vouchers as being to the Gov't's advantage, if appropriate;

h. Authorizing excess accompanied baggage, if necessary; and

i. Of other conditions, limitations, and instructions, as appropriate.

Blanket travel orders are not used in DTS and must never authorize other than economy/coach travel. If travel in other than economy/coach accommodations becomes necessary for specific trips, an amendment to the order for each such trip must be issued.

4. Consultant and Expert TDY Travel. An ITA is used for authorizing travel and transportation allowances for a consultant or expert intermittently employed (for 130 or fewer days in any continuous 365 day period) by the Gov't (under 5 USC §5703) and paid on a daily 'when actually employed' basis or serving without pay or at $1 a year (see par. 7820 and App E). A consultant or expert employed for more than 130 days is a temporary employee. The rules and forms prescribed in this regulation for regular employees apply to temporary employees. This use of ITAs does not apply to contractors.

5. PCS Travel

a. General. A travel order must state specific allowances and procedures the employee is authorized to follow (FTR §302-2.104). A PCS travel order must contain the same basic information prescribed in this Appendix, plus a statement:

(1) In all cases:

(a) Naming the old and new PDSs and their locations;

(b) The reporting date at the new PDS; and

(2) If applicable:

(a) The name and relationship of each eligible dependent (and children's birth dates) who is authorized to travel;

(b) That dependents are accompanying the employee or traveling separately, and if traveling

separately when, and by what transportation mode, if known, and dependents' travel origin(s) and/or destination point(s) (when different from the employee's);

(c) That excess accompanied baggage transportation costs may be authorized/approved for PCS travel IAW Service/Agency regulations. See par. 3105. The statement should advise travelers that they should be financially prepared to pay for excess accompanied baggage charges subject to reimbursement after travel is completed. See App G.;

(d) The maximum HHG weight the employee may transport including:

-a- SIT authority;

-b- HHG shipment origin and/or destination points (when different from the employee's);

-c- The transportation method (commuted rate or actual expense (Gov't arranged or employee arranged NTE the Gov't arranged cost)); and

-d- (For Gov't arranged moves) How the employee intends to fulfill the personal financial responsibility for charges not allowed at Gov't expense (e.g., borne by, or collected from, the employee);

(e) That mobile home transportation is in lieu of HHG transportation, and of the authorized basis for reimbursement and the origin and destination points;

(f) Transfer from another agency without a break in service following return for separation after satisfactorily completing an overseas tour of duty.

(g) Agencies have the discretion to authorize Relocation Services due to hardship situations only if supported by agency policy and documented on the initial PCS travel order. If Relocation Services is contingent, the block must be checked on the travel order with reference to the remarks section. In the remarks section the source and limitations should be stated. For example: "IAW (Command) (date) memo, Payment of PCS and Relocation Costs, employee authorized relocation services IF the employee is unable to sell the home within 180 days and proves to the AO that the employee aggressively marketed the house."

Conditions and instructions that obviously are applicable only for TDY travel, including security clearance, should be omitted.

b. <u>CONUS PCS Travel</u>. A travel order for a CONUS to CONUS PCS must contain the same information as in par. E1, plus a statement:

(1) That the travel type is "PCS travel," and

(2) If applicable:

(a) That a service agreement has been signed. See par. 5820;

(b) Authorizing the employee and/or spouse one round trip to seek a permanent residence, the transportation mode, type of reimbursement and the maximum time allowed for the trip;

(c) If applicable, authorizing TQSE for the employee and/or dependent incident to temporary Qtrs occupancy, TQSE type (actual expense or fixed) and the number of days authorized (subject to the maximums) Order preparers must not reduce the number of TQSE(AE) days on an order to accommodate the anticipated 10-day HHT. The number of TQSE(AE) days are reduced by the number of HHT days used/authorized when the voucher is computed (e.g., if 60 days TQSE(AE) and 10 days HHT are authorized and used, 10 days of HHT but only 50 days TQSE is

reimbursed);

(d) Authorizing HHG NTS incident to a transfer or appointment to an isolated CONUS PDS;

(e) Authorizing real estate and unexpired lease expenses;

(f) Authorizing special conveyance use for PCS travel;

(g) That transportation of POV(s) within CONUS is authorized (only after the mandatory cost comparison showing a financial savings to the Gov't has been completed) as being to the Gov't's advantage;

(h) Authorizing Relocation Services and which ones (e.g., home sale, home marketing assistance, home finding assistance);

(i) That a home marketing incentive payment is authorized if earned IAW Ch 5, Part B, Section 15, Subsection c;

(j) That a reduction in force or function transfer is due to base closure if such is the case; and

(k) The conditions in par. 5604-B1 for using more than 2 POCs are authorized/approved by a travel order amendment after the fact.

c. First Duty Station for an Appointee. A travel order to the first PDS for an appointee must contain the same basic information prescribed in par. E1, plus a statement:

(1) That the travel type is "travel to first duty station (5 USC §5723)";

(2) Of the date the required service agreement is signed;

(3) Of the actual residence;

(4) Of the position title and grade to which appointed;

(5) If transportation of POV(s) within CONUS is authorized (only after the mandatory cost comparison showing a financial savings to the Gov't has been completed) as being to the Gov't's financial advantage; and

(6) That the conditions in par. 5604-B11 for using more than 2 POCs are authorized, or approved by a travel order amendment after the fact.

d. OCONUS Permanent Duty Travel

(1) General. A travel order for OCONUS PDT must contain the same basic information prescribed in par. E1, plus a statement:

(a) That the travel type is "PDT" and the purpose (as appropriate) is reassignment between two PDSs, initial appointment to an OCONUS PDS, round trip RAT, separation, or advance return travel. See par. 5500.;

(b) Of the actual residence, as appropriate;

(c) Of the date the required service agreement is signed ICW assignment at an OCONUS PDS;

(d) Of the duration in days if delay or leave en route is authorized (delay or leave en route may be restricted ICW the initial OCONUS assignment or separation travel);

(e) Of transportation modes (circuitous route travel for personal reasons may not be authorized at Gov't expense, see pars. 3005-E, 3210 and 3220);

(f) For POC travel, that POC travel is to the Gov't's advantage, or of the reimbursement limitation IAW par. 5604;

(g) Prohibiting the use of commercial transportation modes when travel reservations are made by Gov't transportation facilities.;

(h) Of the maximum HHG weight the employee may transport and/or store; and

-1- Any weight limitation imposed by the OCONUS command;

-2- The weight allowance for consumables, if authorized (par. 5694 and App F);

-3- The employee is financially responsible for, and subject to collection of, any charges not allowed if the shipment is a Gov't arranged move; and

-4- If assignment is to an OCONUS PDS, whether concurrent, delayed, or partial shipment is authorized;

(i) That concurrent movement of dependents and/or HHG to an OCONUS PDS is prohibited by command authority, if appropriate;

(j) Of an alternate travel origin or destination point allowable within the JTR, if applicable, including the actual residence or PDS location, as appropriate, and that the Gov't's travel and transportation cost is limited to the cost by authorized modes(s) and usual route between duty stations or actual residence and the OCONUS PDS, as appropriate;

(k) Whether or not a POV shipment is authorized;

(l) If ocean going car ferries are authorized (see par. 5613);

(m) If applicable, authorizing TQSE for the employee and/or dependents incident to temporary Qtrs occupancy, TQSE type (actual expense or fixed), and number of days authorized (subject to the maximums); Order preparers must not reduce the number of TQSE(AE) days on an order to accommodate the anticipated 10-day HHT. The number of TQSE(AE) days are reduced by the number of HHT days used/authorized when the voucher is computed (e.g., if 60 days TQSE(AE) and 10 days HHT are authorized and used, 10 days of HHT but only 50 days TQSE is reimbursed);

(n) If property management services are authorized; and

(o) If TQSA and/or FTASE are/is authorized.

(2) RAT Conditions. For OCONUS RAT, the travel order also must include a statement:

(a) Authorizing travel from the OCONUS PDS to the actual residence (or specified alternate location) and return to the OCONUS PDS;

(b) Of the number of leave days granted;

(c) That "This employee has completed the minimum period of service for this command and has signed a new eligibility renewal agreement on (date)";

(d) Of the appropriate citations and information for cost application purposes if return is to a different OCONUS PDS in the same Department that requires different accounting classification citations;

(e) Of the reporting date for duty at the OCONUS PDS following authorized absence;

(f) Of accompanied baggage weight limits;

(g) Authorizing up to 90 days HHG temporary storage if allowed in par. 5666;

(h) Of specific instructions about where, when, and how to submit passports and requests for re-validation, renewal, or visas; and

(i) Of instructions about arranging for port notification for return travel purposes and when and where the traveler must be available for receiving a port call.

6. TCS Travel

a. Events Requiring a Travel Order. A separate travel order is required to:

(1) Assign the employee from the PDS to a TCS location;

(2) Return the employee from the TCS location to the PDS; or if the TCS location becomes the employee's new PDS:

(3) Assign the TCS location as the new PDS; and

(4) Authorize the employee to return to the former PDS (par. 5904-B1).

b. Travel Order Content. Each travel order must reference any prior TCS travel orders to which it is related. A travel order must state specific allowances and procedures the employee is authorized to follow (FTR §302-2.104). A TCS travel order must contain the same basic information prescribed in this Appendix, plus a statement:

(1) That the travel type is "Temporary Change of Station (TCS) travel" and the purpose (as applicable) is assignment to the TCS location, return from the TCS location, changing the TCS location to a new PDS, or return to the former PDS when the TCS location becomes a PDS;

(2) Of the PDS(s) and TCS involved and locations;

(3) Of the TCS/PDS reporting date; and if applicable;

(4) Of the name and relationship of each eligible dependent (and children's birth dates) who is authorized travel;

(5) That dependents are accompanying the employee or are traveling separately, and if so when, and by what transportation mode, if known and of dependents' travel origin(s) and/or destination point(s) (when different from the employee's);

(6) That excess accompanied baggage transportation costs may be authorized/approved for TCS travel IAW Service/Agency regulations, see par. 3105. A statement should be added to advise the traveler to be financially prepared to pay for excess accompanied baggage charges (see App. G);

(7) Of the maximum HHG weight the employee may transport;

(a) Of SIT storage authority;

(b) Of HHG origin and/or destination points (when different from the employee's);

(c) Of the transportation method (commuted rate, or Gov't arranged (or actual expense NTE the Gov't arranged cost)); and

(d) How the employee intends to fulfill financial responsibility for charges not allowed on a Gov't arranged move (e.g., borne by, or collected from, the employee);

(8) Authorizing the employee and/or spouse one round trip to seek a permanent residence, the transportation mode, reimbursement type (actual expense or fixed), and the maximum time allowed for the trip;

(9) If TQSE is authorized for the employee and/or dependents incident to temporary Qtrs occupancy, TQSE type (actual expense or fixed), and the number of days authorized subject to the maximums); and

For OCONUS travel only:

(10) Of the duration in days if delay or leave en route is authorized (delay or leave en route may be restricted ICW the initial OCONUS assignment or separation travel);

(11) Of transportation modes;

(12) Prohibiting commercial transportation use when Gov't transportation facilities make the travel reservations;

(13) Of any HHG limitation imposed by the OCONUS PDS and whether concurrent, delayed, or partial shipment is authorized;

(14) That concurrent movement of dependents and/or HHG to an OCONUS PDS is prohibited by command authority, if appropriate;

(15) Whether or not POV shipment is authorized; and

(16) If property management services are authorized.

Conditions and instructions that obviously are applicable only for TDY travel, including security clearance, should be omitted.

7. Invitational Travel. An ITA must contain a statement of the:

a. Date that travel is requested or approved;

b. Type of Travel -- Indicate as appropriate e.g., Invitational Travel; EVT, JTR, par. 7020;

c. Traveler's name and position title and employer, if applicable;

d. Traveler's home address;

e. Traveler's business address (if applicable);

f. Date travel begins;

g. Number of assignment days;

h. Assignment purpose;

i. Place travel begins;

j. Assignment place or itinerary;

k. Place travel ends;

l. Transportation modes;

m. Allowances;

n. Conditions, instructions, limitations; and

o. Travel approving/directing official's name and accounting citation.

There is a sample ITA format in App E. An ITA, DD Form 1610, or DD Form 1614 may not be used to authorize travel and transportation for a contractor or a contractor's employee to travel in the performance of a contract. Neither a contractor nor a contractor's employee is an employee for the purpose of the JTR.

8. Travel at No Expense to the Gov't. See par. 1000-D.

D. Order Preparation

1. TDY Travel

a. General.

(1) DD Form 1610 (Request and Authorization for TDY Travel of DoD Personnel) is used for all official TDY travel, FEML travel, R&R travel, dependent evacuation, and for group or blanket TDY travel with additional names, authorizations, and necessary information on continuation sheet(s). Information from the order such as the official travel days may be provided to a commercial vendor (i.e., lodging, transportation reservation, vehicle rental agency) to justify the use of Gov't discounted rates.

(2) DD Form 1610 must not be used for invitational travel or a contractor's travel.

b. DD Form 1610 Preparation. DD Form 1610 ordinarily is self-explanatory. Special explanatory material for completing certain items on DD Form 1610 follows:

Item 4. Position Title and Grade/Rating. This information is not required if the travel approving/directing official determines that inclusion of this information may endanger the employee.

Item 6. Organizational Element. Enter division, branch, or unit to which traveler is assigned.

Item 8. Authorization Type. Indicate as appropriate, e.g., TDY, EVT, confirmatory, amendment, extension, blanket, group.

Item 9. TDY Purpose (App H). Insert one of the applicable standardized purpose categories listed in App H. This is required.

Item 10.

a. Approximate Number of TDY Days (Including Travel Time). Self-explanatory. The assignment, including travel time, may be exceeded by 100 percent or seven days, whichever is less, without requiring an order amendment.

b. Departure Date (yyyy/mm/dd). Indicate the date that the official travel is expected to begin. Official travel may begin as many as seven days before or seven days after the indicated departure date.

Item 11. Itinerary. Indicate all locations from/to which travel is authorized and the "return to" location. If the traveler may need to alter the prescribed itinerary to accomplish the mission assignment, indicate by marking an "X" in the block preceding "Variation Authorized". See par. 2215. This box should not be marked unless the traveler has a high probability of needing to change the itinerary while traveling.

Item 12. Transportation Mode. Indicate in the applicable block(s) the commercial, Gov't, and/or local transportation mode(s) authorized. If the TO determines the mode, indicate accordingly in the block provided. If POC travel is authorized whether or not to the Gov't's advantage, indicate the appropriate TDY mileage rate in the space provided. Also indicate if the POC travel is to the Gov't's advantage or if reimbursement is limited. Do not simply check all or most transportation modes as that creates confusion as to what transportation modes are intended by the AO to be used.

Item 13. Per Diem. When per diem using the Lodging Plus computation method in Ch 4, Part B1 is authorized, check block 13a, "PER DIEM AUTHORIZED IAW JTR" and make no further entries. When a different per diem rate is prescribed/authorized, check block 13b, "OTHER RATE OF PER DIEM (Specify)" and enter the appropriate rate information. For example:

If there is a reduced per diem rate - check block 13b "OTHER RATE OF PER DIEM (Specify)." If anticipated expenses justify a lower per diem rate and a reduced rate of $60 is authorized under par. 4095-C, the entry should be "reduced rate $60."

Indicate the authority (e.g., memo, letter, etc.) in block 16 from the designated office (based on pars. 4095-B, C, and D) for the rate shown.

For FEML & R&R, boxes 13a and 13b should be left blank since per diem is not authorized. If additional space is needed, use the REMARKS section of block 16 or a continuation sheet.

Item 15. Advance Authorized. Requester leaves blank. This item is for travel or transportation advances from the Gov't to the traveler via EFT, check, or cash. The advance travel funds amount is computed by the appropriate finance/disbursing activity IAW Service finance policy. Authority for ATM advances against the GTCC (i.e., the amount) should be addressed in item 16, REMARKS.

Item 16. Remarks. This space is for special authorities, pertinent information or requirements such as leave, excess accompanied baggage, accommodations, conference registration fees, etc. The following statement may or must be used as appropriate to the official travel.

a. Commercial Transportation Tickets. "If the trip itinerary is canceled or changed after tickets or transportation requests are issued to the traveler, the traveler is liable for their value until all ticket coupons have been used for official travel and/or all unused tickets or coupons are properly accounted for ICW the travel reimbursement voucher." The preceding statement must be incorporated in the order or attached to the order or to the ticket or transportation request issued to the traveler if it is not practicable to include this statement in the Remarks section.

b. Excess Accompanied Baggage. "_____ pieces or _____ pounds of excess accompanied baggage are authorized" and include whether or not the excess accompanied baggage service must be paid by the traveler subject to reimbursement or is authorized per par. 3105.

c. Delay in En Route. Indicate the number of annual leave days authorized if delay en route for personal reasons is authorized.

d. 'Other Than Economy/Coach' Accommodation Authority. Indicate the applicable statement when 'other than economy/coach' accommodation is authorized/approved.

(1) First Class Air Accommodation. "The use of first-class accommodations is authorized by (insert the official's appropriate title, Name, Rank, and Office Symbol in (cite the memo/letter/message reference and date (App H.)). Travel has been justified and approved based on JTR, par. (insert JTR par. number). The cost difference between the first class airfare and the economy/coach airfare is ($XXX.XX)." See Ch 3, Part F and App H; or

(2) Business Class Air Accommodations. "The use of business class accommodations is authorized by (insert the official's appropriate title, Name, Rank, and Office Symbol in (cite the memo/letter/message reference and date (App H)). Travel has been justified and approved based on JTR, par. (insert JTR par. number). The cost difference between the business class airfare and the economy/coach airfare is ($XXX.XX)." See Ch 3, Part F, and App H. Only an official, designated IAW par. 3510-A, has authorization/approval authority for first class accommodations and par. 3510-A for business class accommodations.

e. Special Requirements. Include instructions if the TDY assignment involves special clothing, or other conditions apply. These instructions are for the traveler and do not carry any reimbursement authority.

f. Accompanied Traveler. Indicate if the traveler accompanies or is accompanied by another person in an official travel status in a POC. Provide the accompanying person's name and status (e.g., military, employee).

(1) Cite par. 7210 or 7215 when traveling as an attendant or escort for a Service member's dependents.

(2) Cite par. 7320 when traveling as a civilian family member of a seriously ill or injured member.

g. GTCC. See DoDI 5154.31, Vol. 4, GTCC Regulations when a GTCC is not accepted or cannot be used, and par. 2500.

h. Conference Registration Fee. Indicate whether or not meals (and if so, the number and dates) and/or lodgings are included in the registration fee if a registration fee is authorized.

i. POC Restrictions. Include any administrative restriction precluding or limiting other allowable POC costs or the constructed common carrier cost when the employee's POC travel is not to the Gov't's advantage. See Ch 4, Part G.

j. RESERVED

k. ATM Advance. Indicate the amount authorized for ATM advance against the GTCC (par. 2305).

l. Transportation Mode. Indicate the reason for nonuse of a particular transportation mode that may otherwise appear to be to the Gov't's advantage when the AO has determined that an employee should not travel via a particular transportation mode (ex. travel by air (ocean ferry or Chunnel) is precluded for medical reasons). This is done to justify travel reimbursement based on the transportation mode authorized on the order, and actually used, instead of the constructed cost of the transportation mode otherwise apparently to the Gov't's advantage (par. 3210-C). (Ex: Air travel is apparently to the Gov't's advantage but air travel is medically precluded. The order should contain a statement similar to "Air transportation is medically precluded and must not be used for this traveler. Rail transportation authorized.")

m. Reserved

n. Reserved

o. Reserved

p. Costs for Expenses not Fully Covered by Non-Federal Source. Indicate if the traveler is being reimbursed for the difference between the full Gov't allowances and the payment from the non-Federal source if it is determined in advance of travel that payment from a non-Federal source (Joint Ethics Regulation (JER), DoD 5500.7-R, covers some but not all of the allowable travel and subsistence expenses. See Ch 4, Part B to determine the applicable maximum allowances.

q. Pet Transportation. Include the following statement on an order for travel to foreign locations and back to the U.S. A traveler transporting exotic pets is required by U.S. law to have a U.S. Fish and Wildlife Service (FWS) certification before transporting the pets to foreign locations or back to the U.S. A traveler returning to the U.S. with an exotic pet prior to transporting the pet, or requiring more information, should contact the FWS at, 1-800-358-2104 or (703) 358-2104. Obtain a FWS pet bird fact sheet and an application for the one-time import, export, or re-export of pets into/from the U.S. See Ch 5, Part B8.

r. Fly America Act. Include the endorsement required by par. 3525-F when use of a commercial foreign flag air carrier/ship is authorized. The endorsement on the order, made IAW Service regulations, should include the name of traveler, the foreign flag air carrier/ship used, flight identification no(s), origin, destination and en route points, date(s), justification, and authorizing official's title, organization and signature.

s. Emergency Visitation Travel. Indicate "EVT transportation authorized for dependent under Ch 7, Part A3 and include the dependent's name(s) if EVT transportation is authorized for dependent traveling with the employee. An ITA is used to authorize EVT transportation for a dependent traveling without the employee.

t. If EVT transportation is authorized for a dependent traveling with an employee, include the statement "EVT transportation authorized for the dependent under JTR par. 7020.", and include the dependent's name. An ITA is used to authorize EVT transportation for a dependent traveling without the employee.

u. Include notice that if the order conflicts with the JTR, the JTR prevails (CBCA 2143-RELO, 11 January 2011).

v. 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.

Item 17. Travel-Requesting Official (Title and Signature) other than the Official Signing in Block 20. The travel-requesting official must be other than either of the officials signing in blocks 18 and 20 when a traveler is permitted to be a travel requesting official for a personal order.

Item 18. Travel-Approving/Directing Official (Title and signature) other than the official signing in block 17.

Item 19. Accounting Citation. Show the fiscal data IAW Service regulations and include the travel computation unit (location/address) to which travel vouchers must be forwarded (faxed/mailed). The Fund-Approving Official (App A) certifying to funds availability signs in the lower right corner of this block.

Item 20. AO (Title and signature). Other than the official signing in block 17, show the order-issuing organization and address in addition to the AO's title and signature. Actual signatures (items 17, 18, and 19) are not required when the signatures are available on another official document. The AO (item 20) must keep that 'other' document on file for audit purposes. While actual signatures are not required in items 17, 18 and 19, the responsible officials' names and titles must be legibly indicated in the appropriate blocks. The AO's signature (item 20) may be transmitted electronically by fax after signature. An

electronic signature that meets the security and requirements established by the National Institute of Standards and Technology for electronic data interchange may be used. This signature can include a digital signature discussed by the Comptroller General in B-261647, 26 June 1995, which must be (1) unique to the signer, (2) under the signer's sole control, (3) capable of being verified, and (4) linked to the data in such a manner that if the data is changed, the signature is invalidated.

Item 22. Travel Authorization Number. Show the identifying number and/or symbol assigned by the issuing office.

c. Distribution. See par. B8.

2. Permanent Duty Travel

a. General. The Request/Authorization for DoD Civilian Permanent Duty or Temporary Change of Station (TCS) Travel (DD Form 1614) is used as a request and order for all official PCS/TCS travel by an employee and family. DD Form 1614 must not be used for contractor's travel. An employee's per diem generally stops on the date the employee receives notice of a PCS to a location at which the employee is on TDY. A DoD Component must carefully review the circumstances of the employee's TDY assignment before issuing PCS notification to avoid imposing per diem costs on the employee that should be borne by the Gov't. See par. 5569. An employee should be permitted to complete a TDY assignment, return to the PDS from the TDY assignment to arrange for residence sale, dependent and/or HHG transportation, and then perform PCS travel to the new PDS to report for duty on the PCS effective date.

b. DD Form 1614 Preparation. DD Form 1614 is ordinarily self-explanatory. Special explanatory material for completing certain items on DD Form 1614 follows:

Item 6. Retirement Code. Insert the employee's applicable retirement code from Block 30 of employee's most current SF-50. If unsure of the correct retirement code, the employee should contact the servicing personnel office. See the OPM website for more information on retirement.

Item 7. Releasing Official Station and Location, or Actual Residence. Enter the name and location of the releasing PDS, if a transfer, or the address shown on the service agreement as the actual residence, if first duty station travel.

Item 8. New Official Station and Location, Actual Residence or Alternate Destination. Enter the name and location of ONLY the new PDS, or the address shown on the service agreement as the actual residence for a separation. Use Block 28 to explain HHG transported to an alternate destination that an employee may have requested indicating the employee pays all expenses above the constructed cost of transporting the HHG to the new PDS or actual residence indicated in the employee's service agreement. The employee is financially responsible for all excess cost.

Item 10. Travel Purpose (Other). When this block is checked, please explain in Item 28, Remarks or Other Authorizations.

Item 13a. House Hunting Trip, Round Trip Travel for House Hunting. Indicate if round trip travel to seek a permanent residence is, or is not, authorized. If authorized, insert in Item 13b the number of calendar days for which travel is authorized (within the maximum).

Item 16. Other Authorized Expenses. This block is for travel and/or transportation advances from the Gov't to the traveler. The amount of any PCS advance is computed by the appropriate finance/disbursing activity IAW Service/Agency finance policy. Authority for ATM advances against the GTCC (i.e., the amount) should be addressed in item 20, Remarks.

Item 17. Dependent Travel. The blocks on the form are connected with OCONUS travel options.

Dependents' travel (after issuance of the DD Form 1614) before/after the employee doesn't need any statement on the DD Form 1614 or boxes checked. Add pertinent information if necessary in item 28, Remarks. For example, if dependent(s)' travel is delayed to an OCONUS location because of a housing shortage at the new PDS or dependent early return from OCONUS is per par. 5596.

Item 22. Accounting Citation. Show fiscal data IAW regulations of the DoD Component concerned. Please ensure that funds are obligated against the order. Transportation Account Codes (TAC): Army; Air Force; Navy and Marine Corps; and DoD personnel.

Item 23. Travel Approving/Directing Official (see App A). Show the name of the individual who directs, approves/disapproves travel requests, and vouchers before claim settlement in addition to that and signature.

Item 24. AO (see App A). Indicate the order-issuing organization, address, signature of the AO.

Item 27. Claimant Forward Completed Claim to the Following Address. The losing/gaining activity, as appropriate, should provide the address to which the employee should submit the claim for final disbursement in this block.

Item 28. Remarks or Other Authorizations. In addition to the type of information suggested within the box, this item may be used to show any other pertinent information. Statements may be included to clarify any special instructions such as:

a. House hunting Trip. Indicate the authorized transportation mode when round trip travel is authorized for seeking a permanent residence.

b. TDY. Indicate the purpose, TDY assignment duration, location, and any pertinent conditions if TDY is authorized en route.

c. 'Other Than Economy/Coach' Accommodations. Indicate the applicable statement when 'other than economy/coach' accommodation is authorized/approved.

(1) First-Class Air Accommodations. "The use of first-class accommodations is authorized/approved by (insert the official's appropriate title, Name, Rank, and Office Symbol in (cite the memo/letter/message reference and date (App H.)). First-class accommodations have been justified and approved based on JTR, par. (insert JTR par. number). The cost difference between the first-class airfare and the coach-class airfare is ($XXX.XX)." See Ch 3, Part F and App H, or

(2) Business-Class Air Accommodations. "The use of business-class transportation is authorized/ approved by (insert the official's appropriate title, Name, Rank, and Office Symbol in (cite the memo/ letter/message reference and date (App H.)). Business-class accommodations have been justified and approved based on JTR, par. (insert JTR par. number). The cost difference between the business-class airfare and the coach-class airfare is ($XXX.XX)." See Ch 3, Part F and App H.

Only an official, designated IAW par. 3510-A, has authority for first-class accommodations authorization/approval and par. 3510-A for business accommodations authorization/approval.

d. Transportation Mode. Indicate the reason for nonuse of a particular transportation mode that may otherwise appear to be to the Gov't's advantage when the AO has determined that an employee should not travel via a particular transportation mode (ex. travel by air (ocean ferry or Chunnel) is precluded for medical reasons). This is done to justify travel reimbursement based on the transportation mode authorized on the order, and actually used, instead of the constructed cost of the transportation mode otherwise apparently to the Gov't's advantage (par. 3210-C). (Ex: Air travel is apparently to the Gov't's advantage but air travel is medically precluded. The order should contain a statement similar

to "Air transportation is medically precluded and must not be used for this traveler. Rail transportation authorized.")

e. ATM Advance. Indicate the amount authorized for ATM advance against the GTCC (par. 2305).

f. Indicate the issuing TMC's name, address, PoC with phone number and DSN (including area code for each).

g. Indicate the paper tickets cost when authorized if electronic tickets are available to the traveler.

h. POC Use Is Not to the Gov't's Advantage. Indicate when POC travel is not to the Gov't's advantage. When travel is by POC (specifically by privately owned boat) and not to the Gov't's advantage, a statement must be placed on the order that Gov't procured air transoceanic travel is authorized and travel time and reimbursement for travel at personal expense (including per diem) does not exceed what would have been authorized for the available Gov't procured air transportation, plus appropriate per diem. See par. 5622.

i. Include the following endorsements/statements on an order for travel to foreign locations and back to the U.S.

(1) 'Fly America' Act. Include the endorsement required by par. 3525-F when commercial foreign flag air carrier/ship use is authorized. The endorsement on the order, made IAW Service regulations, should include the name of traveler, the foreign flag air carrier/ship used, flight identification no(s), origin, destination and en route points, date(s), justification, and authorizing official's title, organization and signature.

(2) Pet Transportation. Include the following statement on an order for an employee who indicates a pet is to be transported: "A traveler transporting an exotic pet is required by U.S. law to have a U.S. Fish and Wildlife Service (FWS) certification before transporting the pet to a foreign location or back to the U.S. A traveler returning to the U.S. who owns an exotic pet and who returns prior to transporting the pet, or requiring more information, should contact the FWS at, 1-800-358-2104 or (703) 358-2104. Obtain an FWS pet bird fact sheet and an application for the one-time import, export, or re-export of pets into/from the U.S. See Ch 5, Part B8.

j. Include notice that if an order conflicts with the JTR, the JTR prevails (CBCA 2143-RELO, 11 January 2011).

3. Distribution. See par. B8.

4. Privacy Act Statement. Par. B implements the Privacy Act of 1974 (5 USC §552a) by adding a Privacy Act Statement for "Request/Authorization for DoD Civilian Permanent Duty or Temporary Change of Station (TCS) Travel" (DD Form 1614). The form may be reproduced locally and made available to the individual supplying data shown on DD Form 1614. The form is available for printing and/or downloading from the Internet through the Washington Headquarters Service DoD Forms Program.

APPENDIX J: COST OF LIVING ALLOWANCE (COLA)

MEMBERS ONLY

A. Purpose. A cost-of-living allowance (COLA) is paid to a member assigned to high cost OCONUS area to help maintain the equivalent purchasing power of the member's CONUS-based counterparts. The COLA system compares the cost differences between goods and services (excluding housing) purchased in an OCONUS area to the price of goods and services purchased in CONUS. Price comparisons determine the COLA amount needed to equalize purchasing power between an OCONUS-based member and CONUS-based counterparts. COLA compensates the member if the costs of these goods and services are higher in the OCONUS area than they are in CONUS.

B. Surveys. The COLA surveys include the Living Pattern Survey (LPS) and the Retail Price Schedule (RPS). The LPS and the RPS are the two OCONUS surveys conducted which determine OCONUS prices. See App M for more detailed information about the LPS and RPS data surveys. COLA indexes are determined using the data provided via these two surveys.

1. LPS. The LPS is the individual member survey that:

   a. Is required at least once every three years but may be submitted more frequently (see App M);

   b. Determines from where the service members purchase their goods/services, i.e.;

      (1) Local market outlets (on the economy); and/or

      (2) Commissary/exchange;

   c. Determines the purchase percentage from each source (local market and/or commissary/exchange); and

   d. Is conducted before the RPS.

2. RPS. The RPS is the market basket survey that:

   a. Is required annually but may be submitted more frequently (see App M),

   b. Reports actual prices paid by service members for a goods/services market basket (approximately 120 items) at the OCONUS location, and

   c. Includes selected items ordinarily purchased by CONUS-based families and items that are also available in most OCONUS areas.

C. Indexes. The COLA index represents the purchasing power difference between the OCONUS location and a CONUS location. For example, a COLA index of 110 indicates that the prices in the OCONUS area are overall 10 percent more expensive than in CONUS. An index of 100 indicates that the overall cost of the 120 goods/services is approximately the same at the OCONUS/CONUS locations and no COLA is warranted.

D. Payments. A member's COLA payment is determined using data from three individual sources/tables. The three tables include the Annual Compensation Table, Spendable Income Table, and the COLA Index Table in App J..

E. Spendable Income. For COLA, spendable income is that portion of the member's annual compensation used to purchase items in the RPS. Members receive a COLA payment as a percentage of, and based on, their spendable incomes; COLA is not based on total income. Spendable income differs according to the member's:

1. Grade,

2. Years of service, and

3. Number of command-sponsored dependents.

F. Required Member Information. To determine a COLA, the following member information is required:

1. Grade,

2. Years of service,

3. Number of command-sponsored dependents,

4. Annual compensation - see this App, Part 3, Table I,

5. Average annual spendable income - see this App, Part 3, Table II, and

6. Member's PDS and COLA index - see this App, Part 3, Table III.

G. Computation Steps

Step 1: Determine the member's annual compensation based on grade, years of service, and dependency status (see this App, Part 3, Table I).

Step 2: Determine the member's average annual spendable income (see this App, Part 3, Table II),

a. In table matrix column one, locate the dollar range for the appropriate 'Annual Compensation' amount as determined in Step 1 above,

b. Follow this dollar range (line) to the right to the applicable column for the number of command-sponsored dependents,

c. This number is the member's 'average annual spendable income'.

Step 3: Determine the member's COLA index based on PDS (see this App, Part 3, Table III).

Step 4: Subtract 100 from the prescribed COLA index and covert the remainder to a percentage, i.e., a remainder of 20 becomes 20% or .20.

Step 5: Multiply the member's average annual spendable income from Step 2 above by the percentage from Step 4 above. The result is the member's annual COLA. To determine the monthly allowance:

a. Divide the annual COLA amount by 360 (days),

b. Carry the result to 5 digits to the right of the decimal,

c. Multiply the result in item b by the number of days in the month for which the allowance is payable, and

d. Round the amount to the nearest cent.

COLA CALCULATION EXAMPLE

Effective 1 July 2011, a member in grade E-8 with 22 years of service is assigned to an OCONUS PDS. The prescribed COLA index for this locality is 120. The member is accompanied by a spouse and three children and is authorized COLA for July (31 days).

1. For an E-8 with 22 years of service, the Annual Compensation Table indicates the member's annual compensation is $87,593.

2. The Spendable Income Table indicates the member's average annual spendable income is $42,700 (based on the annual compensation amount from Step 1 that falls into the dollar range of $85,000-$89,999 and four dependents.

3. The COLA index for member's PDS the COLA Indexes Table is 120.

4. 100 subtracted from the COLA index of 120 from Step 3 leaves a remainder of 20 that converts to a decimal multiplier of .20.

5. Multiply the member's average annual spendable income ($42,700) determined in Step 2 by the .20 multiplier from Step 4. This results in an annual COLA of $8,540 (.20 x $42,700 = $8,540)),

a. Divide $8,540 by 360 (days) with 5 digits to the right of the decimal ($8,540/annum/360 days/annum = $23.72222/day),

b. Multiply the result by the number of days for which the allowance is payable ($23.72222/day x 31 days/31-day month = $735.38882/31-day month),

c. Round to the nearest cent - $735.39 is the member's payable COLA for July.

H. Foreign Currency Exchange Rates. PDTATAC reviews and adjusts (when necessary) exchange rates for countries where members are assigned. For more currency adjustment information see App M. Based solely on the currency fluctuations, adjustments are made as frequently as twice monthly to COLA.

I. Significant COLA Expenses. In some areas, members must incur significant expenses for items that CONUS-based members do not purchase. For additional information on COLA unique expenses see App J.

J. COLA Unique Expenses

1. Purpose. In some OCONUS areas, a member and/or dependent incurs significant mandatory and excessive expenses for items that a CONUS-based member never incurs. Since the expenses are not incurred in CONUS they cannot be made a part of the ordinary COLA index calculation. For these expenses, payment is a dollar for dollar reimbursement for a specifically authorized expense at designated authorized locations.

2. Criteria. A mandatory and excessive expense incurred periodically (i.e., annually, semiannually, etc.) that must meet all of the criteria below to be an authorized as a COLA - Unique Expense eligible for reimbursement. PDTATAC does not accept requests from individual members for COLA - Unique Expense authorization. All requests for specific expenses at specific locations must be forwarded through the Major Command level, then via the applicable Service representative (indicated under the heading "Feedback Reporting" in the JTR introduction) to PDTATAC. The Secretary Concerned or Secretarial Process, at Service discretion, may reimburse COLA Unique Expenses for the locations and specific expenses cited in par. C of this Part with no further PDTATAC action required. There is no requirement for recovery of any amount refunded to a member by the foreign government agency involved. Each individual mandatory and excessive expense must be:

a. Incurred by a clear majority of members assigned at a duty station, and

b. An item/expense that exceeds 1% of Spendable Income for the typical member, and

c. An item/expense that is not purchased or paid by CONUS-based members, and

d. Specifically authorized/approved by PDTATAC for reimbursement are listed in par. C below, and

e. Verified by a valid receipt, and

f. Paid on or after 1 July 2006. No expenses paid before this date can be reimbursed.

3. Authorized Locations. Locations authorized a COLA-unique expense reimbursement (no other locations or expenses authorized):

a. Singapore. Mandatory and excessive Road Tax for one POV may be reimbursed as substantiated by receipts. Mandatory and excessive Registration/Transfer fees for one POV may be reimbursed as substantiated by receipts.

K. COLA Index Tables

1. General. For current geographic COLA information, and the following tables, please see the DTMO website at: http://www.defensetravel.dod.mil/site/travelreg.cfm/.

2. Table I - Annual Compensation for Members with and without Dependents. On the DTMO website, select 'Programs & Services', 'Allowances', 'Overseas Cost of Living Allowance (COLA)', 'Overseas COLA Pay Tables', 'paytablesYYYY.pdf'..

3. Table II - Average Annual Spendable Income. On the DTMO website select 'Programs & Services', 'Allowances', 'Overseas Cost of Living Allowance (COLA)', 'Overseas COLA Spendable Income Tables', 'Spendable-Income-Table(YYYY-MM-DD).pdf.

4. Table III - Cost-of-Living Allowance Indexes. On the DTMO website select 'Programs & Services', 'Allowances', 'Overseas Cost of Living Allowance (COLA)', 'Overseas COLA Indices', 'YYYY-COLA-Indexes.pdf'.

APPENDIX K: OVERSEAS HOUSING ALLOWANCE (OHA)

MEMBERS ONLY

A. General Information. For App K OHA locality tables containing current rental, utility/recurring maintenance, and MIHA allowances, see the DTMO website.

1. Purpose. OHA is a monthly allowance paid to a service member assigned to an OCONUS PDS authorized to live in private housing. OHA is a cost reimbursement based allowance. OHA defrays the member's housing costs and includes the following three components:

a. Rent,

b. Utility/recurring maintenance expenses, and DTMO website.

c. Move in housing allowance (MIHA).

2. Allowance Payable. The amount of OHA payable is based on:

a. The member's reported rental amount, up to the locality OHA rental allowance, plus

b. The appropriate utility amount based on the member's status.

3. OHA Locality/Rate Tables. OHA rates are compiled by country, and are updated based on new cost data and/or currency fluctuations and located on the DTMO website. The following information applies to all OHA tables:

a. If only an island or country is listed, all territory within the island's/country's boundaries is included (including all offshore islands in the same general vicinity).

b. For each island/country, only offshore dependencies/possessions specifically listed for that country are included.

c. For a political subdivision smaller than a country, i.e., state, province, department, city, village, etc., include the corporate limits of that political subdivision or the limits of the territory within its normal political subdivision boundary if not incorporated (if in doubt, use the 'Other' rate).

d. Allowances for members in grade O-6 apply for grades O-7 through O-10 when no OHA allowances are listed for the higher grades.

B. Rental Allowance. Maximum OHA rental allowances for each locality are based on reported actual rental cost data for members with dependents residing in private sector housing. See DTMO website. The OHA program is designed to cover actual rental costs for 80% of the assigned members.

1. With Dependent. When computing allowable rent for a member with dependent, the amount is the lesser of the member's reported rent under par. 10022 and the maximum allowable rent for the member's grade at the PDS locality. If any/all of the OHA utility component is withheld because utilities are included in the rent, the withheld utility amount is added to the rental allowance portion before comparison with the member's actual rent. See this par. F, for calculation examples.

2. Without Dependent. When computing allowable rent for a member without dependent, the amount is the lesser of the member's reported rent under par. 10022 and 90% of the maximum allowable rent for the member's grade at the PDS locality. If any/all of the OHA utility component is withheld because utilities are included in the rent, the withheld utility amount is added to the rental allowance portion before comparison with the member's actual rent. See par. F for calculation examples.

C. Utility/Recurring Maintenance Allowance Expense. The utility/recurring maintenance allowance found in the OHA locality tables at http://www.defensetravel.dod.mil/site/oha.cfm is based on member reported expenses. The allowable monthly utility/recurring maintenance allowance is computed as prescribed in par. 10024.

D. Move In Housing Allowance (MIHA)/Miscellaneous. The MIHA/Miscellaneous amount indicated on the locality tables (see DTMO website) is based on average member reported expenses. This allowance is determined using expenses members typically incur associated when moving into privately leased/owned dwellings. MIHA/Miscellaneous is paid in a lump sum when housing is first occupied. See App N for specific MIHA information. App K includes a list of reportable move in expenses. The allowable MIHA is computed as prescribed in par. 10026.

E. Fixed Exchange Rates. When a member is required to pay monthly rent at a specified fixed exchange rate (dollar equivalency contract) for the lease duration because it is required by law or local custom, the member's commanding officer, or designated representative, must enter the following statement in Part B Certifications, DD Form 2367: "Dollar equivalency contract required. No other housing option available to member." The member enters the U.S. dollar monthly rent equivalent in block 5b, DD Form 2367.

F. OHA Computation Steps. Follow steps one through four to determine a member's OHA.

1. Step 1. Determine the member's monthly rent from par. 10022.

2. Step 2. Using the appropriate locality table find the rental allowance for the member's specific locality code and grade. For a member without dependent, multiply the with dependent rate by 90%. If rent includes all utilities (block 7b checked on DD Form 2367), add the full utility/recurring maintenance allowance to the maximum rental allowance. If rent includes some but not all utilities (block 7c checked on DD Form 2367), add the amount computed in Step 3, below, to the maximum rental allowance.

3. Step 3. Locate the utility/recurring maintenance allowance from the locality table. Use the rules in par. 10024 to determine the utility amount allowed based on the amount of utilities included in the rent (if any).

a. Rent includes all utilities (block 7b checked on DD Form 2367): The member receives no separate utility/recurring maintenance allowance; however, this allowance is added to the rental allowance determined in Step 2.

b. Rent includes no utilities (block 7a checked on DD Form 2367): A member with dependent (not a sharer) receives the full utility/recurring maintenance allowance. A member without dependent (not a sharer) receives 75% of the with dependent utility/recurring maintenance allowance. A sharer (as defined by par. 10000-A) with or without dependent receives a prorated share of the utility/recurring maintenance allowance.

c. Rent includes some utilities (block 7c checked on DD Form 2367): Determine the 'Climate Code' from the applicable OHA locality table. Use the 'Climate Code' and 'Utility Point Score' tables in pars. C2b. & c., to determine the percentage of utility/recurring maintenance allowance payment. The amount the member does not receive is added to the maximum rental allowance determined in Step 2.

4. Step 4. Compare monthly rent computed in Step 1 with rental allowance determined in Steps 2 and 3. If the rent in Step 1 is less than the rental allowance in Steps 2 and 3, then rent in Step 1 is used to compute OHA. If the rent in Step 1 is greater than the rental allowance calculated in Steps 2 and 3, then the rental allowance calculated in Steps 2 and 3 is used to compute OHA.

G. Examples. The following examples are for illustrative purposes only. All numbers and allowances are hypothetical and reflect monthly amounts.

1. Example 1

a. Situation. A member in grade O-3, with dependent is stationed at a locality at which the maximum rental allowance for the member's grade is $425, the utility/recurring maintenance allowance is $120 and the MIHA/Miscellaneous allowance is $510. The member is required to pay a rental related expense of one month's rent to a real estate agent. The local service housing authority certifies that the charge is typical. The member's monthly rent is $450, the locality climate code is 2 (moderate), and the member's utility point score is 5.

b. Computation

(1) Step 1. The member's monthly rent is $450.

(2) Step 2. Determine the maximum rental allowance for the member from the OHA locality table http://www.defensetravel.dod.mil/site/oha.cfm. For this example the rental allowance is $425.

(3) Step 3. Determine the member's utility/recurring maintenance allowance from the appropriate locality table. Use $120 for this example. Using the utility point score methodology contained in par. 10024, the member has a utility point score 5 (the electricity (3 points) and the air conditioning (2 points)) are not provided by the landlord). Therefore, the member receives the full utility/recurring maintenance allowance of $120.

(4) Step 4. Find the member's MIHA/Miscellaneous allowance in the locality table. For this example the amount is $510. Additionally, the member has a reimbursable rent related expense equal to one month's rent ($450, see Step 1 above). The member provided the rental agent's bill for one month's rent to the local finance office. The member is directly reimbursed for this expense.

(5) Step 5. Compare the member's rent of $450 (from Step 1) to member's maximum rental allowance of $425 (from Step 2). In this example since the member's rent exceeds the rent allowance, use the $425 as the member's maximum rental allowance.

(6) Step 6. Add the member's maximum rental allowance of $425 (from Step 5) and the utility/recurring maintenance allowance of $120 (from Step 3) for a total of $545. The member's monthly OHA is $545. Additionally, the member receives a one-time payment of $960 under MIHA (from Step 4).

2. Example 2

a. Situation. Three enlisted members (without dependent) share a house with an employee who receives a Living Quarters Allowance (LQA). The enlisted members are in grades E-7, E-5 and E-4. The total monthly rent is $1800; the monthly utility/recurring maintenance allowance for their locality is $160; the locality MIHA/Miscellaneous allowance is $360; the locality climate code is 3 (hot); and it is determined that the members' utility point score is 8.

b. Computation

(1) Step 1. Determine each sharer's (member's) rent. IAW par. 10000-A there are four sharers, therefore each member's rent is $450 ($1,800 ÷ 4 = $450).

(2) Step 2. Determine the maximum rental allowance for each member from the appropriate locality table. For this example the maximum rental allowance for a member with dependent is $750, $665 and $500 for grades E-7, E-5 and E-4 respectively. The locality table indicates that a member without dependent may receive up to 90% of the with dependent allowance. The appropriate maximum rental allowances for the E-7, E-5 and E-4 respectively are $675 ($750 x .90 = $675); $599 ($665 x .90 = $599); and $450 ($500 x .90 = $450).

(3) Step 3. Determine the utility/recurring maintenance allowance from the locality table. For this example, use $160. Because the members' total utility point score is 8, each member is authorized the

full utility/recurring maintenance allowance; however, since there are four sharers, each sharer's (member's) utility/recurring maintenance allowance portion is $40 ($160 ÷ 4 = $40)

(4) Step 4. Each member in this example is authorized a one-time MIHA/Miscellaneous payment of $360.

(5) Step 5. Compare each member's rent of $450 (from Step 1) to each member's maximum rental allowance, (E-7 - $675, E-5 - $599 and E-4 - $450). Since the rent does not exceed the allowance, for each member the rental amount used to compute OHA is $450.

(6) Step 6. To each member's rental amount (from Step 5) add the utility/recurring maintenance allowance of $40 (from Step 3). For each member, the total amount is $490 ($450 + $40 = $490). Each member's monthly OHA is $490. Additionally, each sharer (member) is authorized a one-time MIHA/Miscellaneous payment of $360.

3. Example 3

a. Situation A member in grade O-4 is married to a member in grade O-2; the member in grade O-4 claims their children as dependents. The monthly rent for the housing occupied by both members is $1,100. The maximum rental allowance for an O-4 is $600, and for an O-2 is $500. The utility/recurring maintenance allowance is $180 (both members assigned to the same locality); the locality climate code is 1 (cold); and the members' utility point score is 7. Additionally, each member is authorized a MIHA/Miscellaneous allowance.

b. Computation

(1) Step 1. Determine each member's monthly rent. IAW par. 10000-A each member is considered a sharer and each (sharer's) member's rent is $550 ($1,100 ÷ 2 = $550).

(2) Step 2. Determine the maximum rental allowance for each member from the appropriate locality table. For this example the maximum rental allowance is $600 for the member in grade O-4, and $450 for the member in grade O-2 - 90% of the with dependent allowance of $500 ($500 x .90 = $450).

(3) Step 3. Determine the utility/recurring maintenance allowance from the locality table. For this example, use $180. Because the members' total utility point score is 7, each member is authorized the full utility/recurring maintenance allowance; however, since there are two sharers, each sharer's (member's) portion of the utility/recurring maintenance allowance is $90 ($180 ÷ 2 = $90).

(4) Step 4. Compare each member's rent of $550 (from Step 1) to each member's maximum rental allowance of $600 for grade O-4 and $450 for grade O-2 (from Step 2). For this example use $550 to compute the OHA for the member in grade O-4 and $450 for the member in grade O-2.

(5) Step 5. Add the utility/recurring maintenance allowance (from Step 3) to each member's rental amount (from Step 4). For grade O-4 the total is $640 ($550 + $90 = $640) and for grade O-2 the total is $540 ($450 + $90 = $540). The monthly OHA allowance for the member in grade O-4 is $640 and for the member in grade O-2 is $540.

4. Example 4

a. Situation. A member in grade O-3 is unaccompanied (dependent did not travel to PDS) and is not a sharer as defined in par. 10000-A. The member is authorized a Family Separation Housing (FHS-O) Allowance under par. 10414. The amount of FSH-O is the same as a member without dependent receives as OHA under the same conditions. The maximum rental allowance for the member's grade is $725, the utility/recurring maintenance allowance is $160; the MIHA/Miscellaneous allowance is $625. Additionally, the member pays a real estate agent's fee of two month's rent. The local service housing authority has certified that a rental agent's fee equivalent of up to one month's rent is typical. The monthly

rent for the dwelling occupied by the member is $600. The locality climate code is 2 (moderate) and the member's utility point score is 2.

b. Computation

(1) Step 1. The member's rent is $600.

(2) Step 2. Determine the maximum rental allowance for the member from the appropriate locality table. For this example the maximum rental allowance set for grade O-3 is $725. An unaccompanied member without dependent may receive up to 90% of the with dependent amount for a maximum rental allowance of $653 ($725 x .90 = $653).

(3) Step 3. Determine the member's utility/recurring maintenance allowance from the locality table. For this example the full allowance is $160. Because the member is unaccompanied the authorized utility/recurring maintenance allowance is 75% of the full amount or $120 ($160 x .75 = $120). The member's utility point score is 2; therefore, the member is authorized 25% of $120, or $30 ($120 x .25 = $30). The utility/recurring maintenance allowance remainder ($90) is added to the member's rental allowance of $653 (Step 2) for a derived rental allowance of $743 ($653 + $90 = $743).

(4) Step 4. Determine the member's MIHA/Miscellaneous allowance from the appropriate locality table. Use $625 for this example. Additionally, the member has a rent related expense of $1,200 equivalent to two months of rent for the real estate agent's fee. However, the local service housing authority has certified that equivalent to one month's rent is the typical real estate agent's fee. Therefore, only $600 of the $1,200 paid by the member is reimbursable under MIHA/Rent. The total amount member is authorized under MIHA for both the MIHA/Miscellaneous and the MIHA/Rent is $1,225 ($625 + $600 = $1,225).

(5) Step 5. Compare the member's rent of $600 (from Step 1) to member's derived maximum rental allowance of $743 (from Steps 2 and 3). For this example $600 is used in computing the OHA for the member.

(6) Step 6. Add the member's rental amount of $600 (from Step 5) to the utility/recurring maintenance allowance of $30 (from Step 3). The total is $630 ($600 + $30 = $630). The member's monthly OHA allowance is $630. Additionally, the member is authorized a one-time MIHA payment of $1,225 (from Step 4).

H. OHA and Living Quarters Allowance (LQA) Paid Concurrently. See par. 10036.

I. Briefing Sheet

1. OHA Overview

a. The OHA program provides you and other uniformed service members assigned to OCONUS locations (except Hawaii and Alaska) an allowance to defray your housing costs. If you are authorized to live in privately leased/owned quarters, you are authorized an OHA but must provide a completed DD Form 2367 (Individual Overseas Housing Allowance (OHA) Report) approved by the appropriate local official. See par. 10020-A. You must submit a new DD Form 2367 each time there is a change to any data you previously submitted.

NOTE: If you are authorized to receive a Family Separation Housing (FSH-O) allowance under par. 10414, the monthly amount is equal to the without-dependent OHA rate at your PDS. The same expense requirement documentation and administrative control procedures that apply to OHA also apply to FSH-O.

b. OHA is comprised of three separate components: rental allowance, utility/recurring maintenance allowance, and a one-time Move-in housing allowance.

OHA is updated based on member-reported cost data. Review may result in an allowance increase/decrease, resulting in an OHA payment adjustment. OHA locality tables with current rate information are on the DTMO website at http://www.defensetravel.dod.mil/site/oha.cfm

2 Required Form(s) Submission. Before your OHA is paid, you must complete a DD Form 2367 (Individual Overseas Housing Allowance (OHA) Report) and present the completed form, together with a copy of your lease agreement, to the appropriate official (see par. 10020-A) who must approve your DD Form 2367. If you qualify for MIHA/Rent, MIHA/Security, or MIHA/Infectious Disease, you also must complete DD Form 2556 (Move-In Housing Allowance Claim). These allowances generally increase/decrease over time due to periodic exchange rate adjustments based on foreign currency fluctuations in relation to the dollar and/or new cost data. You must complete a new DD Form 2367 each time your previously reported housing information changes.

3. Rental Allowances

a. The maximum rental allowance shown in the locality tables are for members with dependents. The maximum rental allowance for a member without dependents is 90 percent of the with-dependent allowance. These rental allowances generally cover actual rental costs for 80 percent of members with dependents assigned to a specific area.

b. Unless you (the member) are a sharer as defined in par. 10000-A, you receive the amount of rent paid up to the set rental allowance. You are sharing a dwelling when residing with:

(1) A spouse or dependent that is either a member or a Federal civilian employee authorized a Living Quarters Allowance (LQA),

(2) Another member authorized an OHA, or non-related Federal civilian employee authorized an LQA, and/or

(3) Any other person, excluding the member's dependents, who contributes money toward the payment of rent, mortgage and/or utilities.

c. If you are involved in a sharing arrangement as defined above, proportional rent shares are determined by dividing the total rent for the dwelling by the number of sharers. This proportional rent amount is then compared to the appropriate maximum rental allowance and you receive the lesser of the proportional rent share or the rental allowance.

d. If you are a homeowner, derive your 'equivalent rent' by dividing the original purchase price by 120 (excluding the closing costs, taxes, etc.). If you are in the Azores and purchased your home on/after 1 January 1999, divide your purchase price by 24. See par. 10022-C3 for determining the equivalent rent when you (or your dependents) inherit a dwelling or residence or otherwise receive it without purchasing it.

e. At some duty stations you pay monthly rent at a specified fixed exchange rate (dollar equivalency contract) for the lease duration, rather than at a fluctuating currency exchange rate. When required by law or local custom at your duty station, your commanding officer or designated representative should enter the following statement in Part B - Certifications, DD Form 2367: "Dollar equivalency contract required. No other housing option available to member." You should enter the US dollar equivalent of your monthly rent in block 5b, DD Form 2367.

4. Utility/Recurring Maintenance Allowances

a. The utility/recurring maintenance allowances indicated on the OHA locality tables are for accompanied members with dependents. If you are unaccompanied but not a sharer, the allowance is equal to 75 percent of the amount indicated in the locality table. If you are a sharer, divide the accompanied rate allowance by the number of sharers to determine each individual's allowance amount.

b. If your rent includes all utilities, you do not receive a utility allowance. However, the utility/recurring

maintenance allowance that you would otherwise receive is added to your rental allowance. If your rent includes some utilities/services your utility/recurring maintenance allowance might be reduced. If so, the amount by which your allowance is reduced is added to your rental allowance.

5. Move-In Housing Allowance (MIHA)/Miscellaneous Expenses. MIHA is comprised of four components:

a. MIHA/Miscellaneous is a fixed-rate, one-time payment that reflects average expenditures made by members to make their housing habitable.

b. MIHA/Rent is an actual expense component that covers reasonable rent-related expenses in total. These are fixed, one-time nonrefundable charges, such as real estate agents' fees. Homeowners are not authorized to receive this MIHA component.

c. MIHA/Security is also an actual expense component that covers reasonable security-related expenses for a member assigned to an area in which a dwelling must be modified to minimize exposure to terrorist threat. Only items used to modify the actual physical dwelling are allowable. Qualifying locations are listed in App N.

d. MIHA/Infectious Disease is an actual expense component that covers infectious disease prevention-related upgrades to the physical dwelling, i.e., window/door screens when the dwelling must be modified to minimize exposure to medical threats related to vector-borne diseases transmitted through mosquitos. Qualifying locations are listed in App N.

6. Rental Advances. You may draw an advance housing allowance if your commanding officer authorizes/ approves. The advance amount cannot exceed three months rent allowance unless you are at a location specifically authorized to pay larger advances by the PDTATAC. Advances are not authorized/approved for the purchase of residences or other living accommodations. See par. 10028.

NOTE: Commands may supplement this briefing sheet to include local housing market characteristics. Additionally, local commands should periodically use every available means to publicize the importance of members keeping their DD Forms 2367 current.

J. Move-In Housing Allowance (MIHA)/Miscellaneous Expenses. Purchase prices of items included in the following table are generally authorized for the MIHA/Miscellaneous component of the OHA (unless the items are purchased with the intent to ship them from the present PDS). Items to be shipped are not reportable. While the list is not exhaustive, it covers the vast majority of reportable expenses. These expenses are associated with items necessary to make housing habitable.

Table I - Reportable MIHA Miscellaneous Expense Items	
1.	Cabinets (kitchen, medicine, bathroom, etc.)
2.	Plumbing and plumbing installation, hookups
3.	Gas and/or electrical installation
4.	Supplementary heating equipment
5.	Painting, papering, plastering (upon arrival only)
6.	Light fixtures, permanently installed
7.	Wardrobes
8.	Shelving
9.	Telephone installation
10.	Range, refrigerator, freezer, washer, dryer
11.	Air conditioners, dehumidifiers and fans
12.	Screening
13.	Transformers and voltage regulators
14.	Commodes and sinks (when ordinarily not furnished)
15.	Burglar alarms, security bars and supplementary door locks (when locally required)
16.	Water purification filters, when locally required

17.	Pest fumigation, if required when housing is first occupied (otherwise include in recurring maintenance expenses)
18.	Repair of drain pipes and gutters

Table II - Non-Reportable MIHA Miscellaneous Expense Items	
1.	Rugs, carpets, curtains and drapes
2.	Lawn and gardening maintenance expenses
3.	Dishwashers, microwave ovens and small/personal appliances
4.	Televisions, cable TV installation, antennas, etc.
5.	Any recoverable deposits (i.e., security deposits)
6.	Light bulbs.
7.	Taxes of any kind (unless specifically required by lease)
8.	Fencing, yard-related items
9.	Any personal labor costs

K. Rental Advance Protection

Table I - Countries Currently Authorized OHA Rental Advances	
Location	Date Established
Brazil	1 February 2001
Colombia	1 November 1998
Hong Kong	1 September 1998
Indonesia	1 September 1998
Jordan	16 September 2005
Philippines	1 September 1998
Thailand	16 November 1997
United Arab Emirates	16 April 2003
Venezuela	16 November 1998
Vietnam	1 November 2006

Table II - Countries Previously Authorized OHA Rental Advances		
Location	Date Established	Date Removed
Korea	1 December 1997	1 March 1999
Malaysia	1 February 1998	1 September 1998
Singapore	1 January 1998	1 September 1998

Countries previously authorized OHA Rental Advance Protection continue to have rent protected locality codes in the OHA Query until all previously protected members either PCS or change quarters.

L. OHA Unique Expenses

1. Purpose. In some OCONUS areas, a member and/or dependent incurs significant mandatory and excessive housing expenses for items that a CONUS based member never incurs. Since the expenses are not incurred by every member, not incurred monthly, vary in amount and are significant they cannot be made a part of the average utility/recurring maintenance allowance calculation. For these expenses, payment is a dollar for dollar reimbursement for a specifically authorized expense at designated authorized locations.

2. Criteria. A mandatory and excessive housing expense incurred periodically (i.e., annually, semiannually, etc.) that must meet all of the criteria below to be authorized as an OHA - Unique Expense eligible for reimbursement. PDTATAC does not accept requests from individual members for OHA - Unique Expense authorization. All requests for specific expenses at specific locations must be forwarded through the Major Command level, then via the applicable Service representative (indicated under the heading “Feedback

Reporting" in the JTR introduction) to PDTATAC. The Secretary Concerned or Secretarial Process, at Service discretion, may reimburse OHA Unique Expenses for the locations and specific expenses cited in par. C of this Part with no further PDTATAC action required. Each individual mandatory and excessive expense must be:

a. Incurred by members receiving OHA at a duty station, and

b. An item/expense that exceeds 1% of Spendable Income for the typical member, and

c. An item/expense that is not purchased or paid by CONUS based members, and

d. Required by law, and

e. Specifically authorized/approved by PDTATAC for reimbursement are listed in par. C below, and

f. Verified by a valid receipt, and

g. Paid on or after 16 August 2016. No expenses paid before this date can be reimbursed

3. Authorized Locations. Locations authorized an OHA unique expense reimbursement (no other locations or expenses authorized):

a. France. Mandatory Habitation Tax may be reimbursed, excluding late payment fees.

APPENDIX M: STATION ALLOWANCE/OHA AND TRAVEL PER DIEM REPORTING PROCEDURES AND COMMAND/SENIOR OFFICER/COUNTRY ALLOWANCE COORDINATOR RESPONSIBILITIES

MEMBERS ONLY

See http://www.defensetravel.dod.mil/Docs/perdiem/browse/Allowances/COLA/Appendix_M/appm.pdf

APPENDIX N: MIHA

MEMBERS ONLY

A. General

1. The following four components comprise MIHA (see par. 10026):

a. MIHA/Miscellaneous – a fixed-rate, lump-sum payment,

b. MIHA/Rent. An actual expense component that covers reasonable rent-related expenses,

c. MIHA/Security. An actual expense component that covers reasonable security-related upgrades to a dwelling, and

d. MIHA/Infectious Disease. An actual expense component that covers reasonable infectious disease prevention-related upgrades to a dwelling, i.e., window/door screens.

2. To be authorized a MIHA, a member must be eligible for an Overseas Housing Allowance (OHA).

3. MIHA is intended to defray the move-in costs associated with occupying member-leased private sector housing covered under the OHA program.

4. MIHA is not intended to cover move-out costs.

B. MIHA/Miscellaneous. Actual expense data for MIHA/Miscellaneous is collected by survey. This data is used to set the MIHA/Miscellaneous allowance rate. A member residing in member-leased private sector housing receives an annual 'Overseas Housing Allowance Utility Expenses Survey'. Additionally, once every three years each member receives an 'Overseas Housing Allowance Utility and Move-In Expenses Survey'. To ensure that proper MIHA allowances are set, reporting accurate, uniform, and complete costs is essential. Therefore, it is imperative that members retain copies of all move-in expenses for later survey completion and cost reporting.

1. Survey procedures are mailed to each country allowance coordinator (see App M).

2. The 'Overseas Housing Allowance Utility and Move-In Expenses Survey' is used to report the member's MIHA/Miscellaneous expenses in addition to their utility expenses.

C. MIHA/Rent. A completed DD Form 2556 (Move-In Housing Allowance Claim (May 1999)) must accompany each MIHA/Rent claim. A member may submit more than one DD Form 2556 while assigned to a PDS (e.g., to claim rent-related expenses, then again to claim security expenses). A receipt for any individual expense of $75 or more must be provided.

1. When the MIHA/Rent expense is incurred in foreign currency, convert the cost to U.S. dollars (using the actual rate of exchange at which the member converted the U.S. dollars to the foreign currency).

2. If the member is a sharer (see par. 10000-A), only one sharer may claim an individual rent-related expense. Sharer status is based on the member's response to item 8 of DD Form 2367, Individual Overseas Housing Allowance (OHA) Report.

3. Both the member and an authorizing/approving official (commander or designated official, such as the housing officer) must complete the DD Form 2556.

4. The authorizing/approving official (commander or designated official, such as the housing officer) may authorize all,, or any portion, of an expenditure if it is considered reasonable. When the expenditure is not authorized, an explanation must be provided on a separate sheet and the information submitted with the

completed DD Form 2556.

5. When the amount authorized in DD Form 2556, Part B Subtotal, exceeds two times the member's monthly rent, the authorizing/approving official (commander or designated official, such as the housing officer) must justify the amount on a separate sheet and the information submitted with the completed DD Form 2556. Copies of all DD Forms 2556 prepared by the member should be maintained at the member's PDS. For locations served by housing offices, the Housing Office should retain the copies of the DD Forms 2556.

D. MIHA/Security

1. To qualify for MIHA/Security, a member must be assigned to an area in which a dwelling must be modified to minimize exposure to terrorist and/or criminal threat (for 'MIHA Security Locations', see App N). DoS and/or the DIA designate high threat areas when Department of State is:

a. Responsible for the area's residential security: IAW the 1990 Memorandum between the DoS and the DoD on Overseas Security Support.

b. Not responsible for the area's residential security: the senior officer in-country is responsible for developing the appropriate housing security policy for the area. When security modifications are deemed appropriate, acceptable items/expenditures must be determined by an individual/office designated by the senior officer. DD Form 2556, Part C must be completed to claim reimbursement for security related expenses.

2. When possible, costs for security upgrades to the dwelling should be borne by the landlord. However, the housing officer or appropriate official acting in place of the housing officer should expect the landlord to increase the rent on the unit to recover the upgrade expenses within a reasonable time period.

3. When the senior officer in-country determines that a duty station should be a MIHA/Security area, that officer should have a designation request forwarded for risk assessment and justification. The request may be by letter, message, or e-mail message to the PDTATAC at the addresses below. The request for risk assessment is forwarded by PDTATAC to the DoS or the DIA for a final determination.

Letter Address:

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

E-Mail Message Address: dodhra.mc-alex.dtmo.mbx.allowances-branch@mail.mil

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

4. A completed DD Form 2556 (Move-In Housing Allowance Claim Form) (May 1999)) must accompany each MIHA/Security claim. A member may submit more than one DD Form 2556 while assigned to a PDS (e.g., to claim rent-related expenses, then again to claim security expenses). A receipt for any expense of $75 or more must be provided.

5. When the MIHA/Security expense is incurred in foreign currency, convert the cost to U.S. dollars (using the actual rate of exchange at which the member converted the U.S. dollars to foreign currency).

6. If the member is a sharer (see par. 10000-A), only one sharer may claim an individual security-related expense. Sharer status is based on the member's response to item 8 of DD Form 2367, Individual Overseas Housing Allowance (OHA) Report.

7. Both the member and an authorizing/approving official (commander or designated official, such as housing officer) must complete the DD Form 2556.

8. The authorizing/approving official (commander or designated official, such as the housing officer) may approve all, or any portion of, an expenditure if it is considered reasonable. When the expenditure is not authorized, an explanation must be provided on a separate sheet and the information submitted with the completed DD Form 2556.

9. When the amount authorized in DD Form 2556, Part C Subtotal, exceeds two times the member's monthly rent, the authorizing/approving official (commander or designated official, such as the housing officer) must justify the amount on a separate sheet and submit the information along with the completed DD Form 2556. Copies of all DD Forms 2556 prepared by the member should be maintained at the member's PDS. For locations served by housing offices, the Housing Office should retain the copies of the DD Forms 2556.

Effective 7 December 2016

E. MIHA/Infectious Disease

1. To qualify for MIHA/Infectious Disease, a member must be assigned to an approved medical threat area. See App N for authorized MIHA/Infectious Disease locations.

2. When possible, costs for the prevention of infectious diseases to the dwelling should be borne by the landlord through the lease at the outset or through modification to the lease. The housing officer or appropriate official acting in place of the housing officer should expect the landlord to increase the rent on the unit to recover the upgrade expenses within a reasonable time period. If the landlord pays the cost and increases the rent on the unit to recover the upgrade expenses, the member is not authorized MIHA/Infectious Disease.

3. When the Centers for Disease Control and Prevention determines that a significant medical threat exists, and the Embassy does not cover the costs of prevention of infectious diseases to the dwelling, the senior officer in country may submit a request for designation of the duty station as a MIHA/Infectious Disease authorized location. The request may be sent by letter, e-mail, or fax to the PDTATAC at the addresses below.

Letter Address:

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

E-Mail Address: dodhra.mc-alex.dtmo.mbx.allowances-branch@mail.mil

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

4. A completed DD Form 2556 (Move-In Housing Allowance Claim Form) (May 1999)) must accompany each MIHA/Infectious Disease claim as well as all detailed receipts. MIHA/Infectious Disease expenses should be entered in Part C of DD Form 2556 and indicated on the form as MIHA/Infectious Disease. Part C now only reflects MIHA/Security. A member may submit more than one DD Form 2556 while assigned to a PDS (e.g., to claim rent-related expenses, then again to claim infectious disease prevention-related expenses). A detailed receipt for all expenses must be provided. The same expense cannot be claimed as a Rent expense, Security expense, and/or Infectious Disease expense.

5. When the MIHA/Infectious Disease expense is incurred in foreign currency, convert the cost to U.S. dollars (using the actual rate of exchange at which the member converted the U.S. dollars to foreign currency).

6. If the member is a sharer (see par. 10000-A), only one sharer may claim an individual medical-related expense. Sharer status is based on the member's response to item 8 of DD Form 2367, Individual Overseas

Housing Allowance (OHA) Report.

7. Both the member and an authorizing/approving official (commander or designated official, such as housing officer) must complete the DD Form 2556.

8. The authorizing/approving official (commander or designated official, such as the housing officer) may approve all, or any portion of, an expenditure if it is considered reasonable. When the expenditure is not authorized, an explanation must be provided on a separate sheet and the information submitted with the completed DD Form 2556.

9. When the amount authorized in DD Form 2556, Part C Subtotal, exceeds two times the member's monthly rent, the authorizing/approving official (commander or designated official, such as the housing officer) must justify the amount on a separate sheet and submit the information along with the completed DD Form 2556. Copies of all DD Forms 2556 prepared by the member, accompanying receipts and other documentation must be maintained at the member's PDS. For locations served by housing offices, the Housing Office must retain the copies of the DD Forms 2556, accompanying receipts and other documentation.

F. Instructions for Completing DD Form 2367, Individual Overseas Housing Allowance (OHA) Report

1. The member must complete items 1 through 10 (for assistance see the Housing Officer).

2. The 'Housing Officer or Appropriate Official designated for that purpose' must either check box 11a(1) or 11a(2), whichever is appropriate.

3. The Housing Officer or Appropriate Official designated for that purpose must also complete blocks 11b through 11d.

4. The 'Certifying Official' must check the appropriate block for both 12a and 12b. The selection for block 12b is based on the answer provided by the Housing Officer or Appropriate Official designated for that purpose in block 11a.

5. The Certifying Official must also complete blocks 12c through 12g.

6. When the certifying official authorizes/approves the MIHA/Miscellaneous allowance the member receives the allowance in subsequent pay.

G. Instructions for Completing DD Form 2556, Move-In Housing Allowance Claim

1. DD Form 2556, Part A – Service Member Identification and Residence Information. Items 1 through 5 are self-explanatory.

2. DD Form 2556, Part B – Rent Related Expenses. Report only fixed, one-time, nonrefundable fees related to renting the dwelling. These are charges levied by the landlord, the landlord's agent or a foreign government that the member is required to pay. Refundable security deposits, advance rental payments, and recurring costs are not reported on this form.

a. Authorized expenses:

(1) Customary Restoration or Redecoration Fees. This fee ordinarily is levied as an up-front charge but is not a damage deposit (it is typically for repainting and cleaning). These charges should be reported only when there is no chance of a refund.

(2) Rental Agent Fees. When a member has no other recourse but to rent a unit with such charges, the charges are reimbursable.

(3) Lease Tax or Rental Tax. Some jurisdictions levy a lease tax or rental tax. When this tax is:

(a) A one-time charge - it is reported on DD Form 2556,

(b) A monthly charge - it is included with rent and reported on DD Form 2367, and

(c) Charged at other intervals (e.g., an annual charge), it is considered a recurring expense and is covered by the Utility/Recurring Maintenance Allowance.

b. Unauthorized Expenses. The authorizing/approving official (commander or designated official, such as the housing officer) has the authority to disapprove excessive or unjustifiable expenses, i.e.:

(1) Avoidable real estate agent fees (see Examples 1 and 2 below),

(2) Restoration/redecoration fees when they are not customary.

Example 1: A housing office recommends an acceptable dwelling that could have been rented without a rent-related fee. However, the member chose to rent a unit through a real estate agent who charged a 2-month rental fee. The authorizing/approving official (commander or designated official, such as the housing officer) must disapprove reimbursement of the rent-related fee.

Example 2: A member's landlord charged the member a 2-month up-front rental fee when a 1-month rental fee is the customary charge. The authorizing/approving official (commander or designated official, such as the housing officer) should authorize reimbursement for only 1 month's rental fee.

3. DD Form 2556, Part C – Security Expenditures. Report only security related items, i.e., security doors, locks, lights, and alarm systems. Expenditures not related to the physical dwelling, such as for personal security guards or dogs, are not reimbursable. A receipt for any expense of $75 or more must be provided.

4. DD Form 2556, Part D – Infectious Disease-Related Expenses. Report only infectious disease prevention-related upgrades, i.e., window/door screens. Expenditures not related to the physical dwelling, such as medical equipment, are not reimbursable. A receipt of any expense must be provided.

5. DD Form 2556, Part E – Reimbursement to Member. The amount reported in item 10 is the total MIHA/Rent and/or MIHA/Security allowance reimbursable to the member in connection with the specifics on that DD Form 2556. A detailed receipt for all claimed expenses must be provided.

6. DD Form 2556, Part F – Certifications. The member must certify the information on the DD Form 2556 by completing and signing Part E.

H. Submitting Completed DD Forms 2367 (Individual Overseas Housing Allowance (OHA) Report (May 1999)) and 2556 (Move-In Housing Allowance Claim (May 1999))

1. Completed DD Forms 2367 and 2556. Completed DD Forms 2367 and 2556 must be processed and submitted IAW finance center procedures.

2. Submitting Completed DD Forms 2367 and 2556. Completed DD Forms 2367 and 2556 must not be submitted to PDTATAC directly. Submitting the forms directly to PDTATAC delays processing and reimbursement of the MIHA/Miscellaneous allowance.

I. MIHA Security Locations

Country	Date Established
Algeria	1 Jan 2016
Argentina	1 Jun 1997
Bahamas	16 Jan 2007
Bahrain	1 Aug 2003
Bangladesh	1 Dec 1998
Barbados	16 Jul 2004
Belgium	16 May 2015
Belize	16 Oct 1994
Bosnia-Herzegovina	16 Jan 2007
Brazil	18 Feb 1993
Burkina Faso	16 May 2015
Cambodia	1 Sep 2014
Cameroon	16 May 2010
Chile	1 Sep 2014
Colombia	1 Sep 1990
Costa Rica	1 Sep 2014
Cote D'Ivoire (Formerly Ivory Coast)	16 Jan 2007
Denmark	16 May 2015
Dominican Republic	1 Oct 1999
Ecuador	1 Dec 1998
Egypt	1 Mar 1994
El Salvador	1 Sep 2014
Ethiopia	16 Jan 2007
Fiji	1 Jul 2001
France	16 May 2015
Gambia	1 Jan 2016
Georgia	16 May 2015
Germany	16 May 2015
Ghana	16 Jan 2007
Greece	16 May 2015
Guatemala	18 Feb 1993
Guyana	16 May 2010
Haiti	1 Oct 1999
Honduras	1 Oct 1999
India	1 Sep 2014
Indonesia	1 Oct 1999
Iraq	1 Sep 2014
Israel	16 Jul 2004
Italy	16 May 2015
Jamaica	1 Oct 1999
Jordan	16 Dec 2001
Kenya	16 May 2015
Kosovo	16 May 2010
Kyrgyzstan	16 May 2010
Liberia	16 Oct 2010
Malaysia	16 May 2015
Mali	16 Oct 2015
Mexico	16 May 2015
Morocco	16 May 2015
Nepal	1 Sep 1998

Country	Date Established
Nicaragua	16 Jan 2007
Nigeria	16 May 2010
Pakistan	1 Sep 1992
Panama	16 May 2010
Papua New Guinea	1 Sep 2014
Paraguay	1 Oct 1999
Peru	1 Jun 1997
Philippines	1 Sep 1990
Russia	16 May 2015
Saudi Arabia	1 June 2012
Senegal	16 May 2010
Serbia	1 Sep 2014
Sierra Leone	16 May 2010
South Africa	1 Feb 2000
Sudan	16 Jan 2007
Suriname	16 May 2010
Syria	16 May 2010
Tanzania	16 Oct 2010
Thailand	1 Jan 2016
Timor L'Este (Formerly East Timor)	16 Aug 2000
Togo	1 Jun 2012
Trinidad and Tobago	16 Aug 1998
Tunisia	16 Oct 2010
Turkey	1 Sep 1990
Uganda	1Jun 2012
Ukraine	1 Sep 2014
Uruguay	16 May 1998
Venezuela	6 Jan 2007
Vietnam	16 May 2015
Yemen	16 Apr 1997
Zimbabwe	1 May 1996

J. MIHA Infectious Disease Locations

Location	Date Established
Brazil	7 December 2016
El Salvador	7 December 2016
Paraguay	7 December 2016

APPENDIX P: CITY PAIR PROGRAM

A. Policy (DTR 4500.9-R, Part L. Ch 103, par. B2). Regulations applicable to the Contract City Pair Program are found in DTR 4500.9-R, Part I, Ch 103, par. B2. The following is an edited extract from that regulation.

1. GSA Airline City Pair Program. Each year, under the Airline City Pair program, the GSA Federal Supply Service awards contracts for air transportation for travelers on official Gov't travel. The contracts are awarded competitively based on the best overall value to the Gov't. The best value decision is based on considerations of the type, distribution and number of flights, the average flight time, and the offered price. For more information, see Travel on Gov't Business and Air Travel/City Pairs.

2. Some GSA routes may offer "dual airfares"; one airfare is an unrestricted airfare (fare basis code "YCA") and the other an unrestricted capacity-controlled airfare (fare basis code "_CA"). The unrestricted capacity-controlled airfare differs from the unrestricted airfare only in that the airline can limit the number of seats offered under the unrestricted capacity-controlled, or "_CA" airfare basis (referred to as "capacity controlled"). The unrestricted airfare, or "YCA", has a last seat on the aircraft availability to the traveler. Neither airfare basis requires advance purchase and has no minimum nor maximum stay requirements, travel time limits, or blackout periods. The unrestricted capacity controlled airfare is, in many cases, significantly less expensive than the unrestricted airfare. DoD travelers are encouraged to make reservations as far in advance as possible to increase the chance of obtaining an unrestricted capacity controlled GSA Airline City Pair airfare on the routes offering the dual airfare structure. The local TMC can provide information on what routes offer dual airfares.

3. A Gov't contractor is not authorized to use GSA city pair airfares to perform travel under a contract. A grantee (whether civilian or foreign military personnel) is not authorized to use GSA city pair fares.

4. Reserved

5. Non-mandatory Users. A non-mandatory user may request contract service, or have contract service requested, on an optional basis. Contract carriers may, but are not required to, furnish any requested service to non-mandatory users. Non-mandatory users are:

a. Any member and/or employee of the U.S. Congress; employee of the Judicial Branch of the Gov't; employee of the U.S. Postal Service; U.S. Foreign Service Officer; and an employee of any agency who is not subject to the provisions of 5 USC §5701-§5709.

b. Any group of 10 or more passengers traveling together on the same day, on the same flight, for the same mission, requiring group integrity and identified as a group by the TMS upon booking is not a mandatory user of the Gov't's contract city pair airfares. For group travel, agencies are expected to obtain air passenger transportation service that is practical and cost effective to the Gov't.

NOTE: A District of Columbia Government employee, with the exception of the District of Columbia Courts, is not eligible to use contract city pair airfares even though the employee otherwise may be covered by the FTR.

6. Exception to the Use of Contract Carriers: One or more of the following travel conditions, which must be certified on the travel order, travel voucher, or other document provided by the traveler or AO, must apply if a non-contract carrier or a contract carrier other than the primary contractor is used for travel within a contract route.

a. Space on a scheduled contract flight (including a confirmed pet space) is not available in time to accomplish the travel purpose, or contract service use would require the traveler to incur unnecessary overnight lodging costs that would increase the total trip cost.

NOTE: When pet shipment is the determining factor for non-use of the lower cost GSA Airline City Pair airfare, the traveler and not the Gov't is responsible for costs exceeding the most economical travel routing. DTR, Part I, Ch 103, par. B.2.d1-NOTE for the source of this note.

b. The contract carrier's flight schedule is inconsistent with explicit JTR policies to schedule travel during ordinary working hours. See par. 3030.

c. A non-contract (DoD approved) U.S. flag carrier offers a lower airfare available to the general public, the use of which results in a lower total trip cost to the Gov't, to include the combined costs of transportation, lodging, meals, and related expenses. This exception does not apply if the contract carrier offers a comparable airfare and has seats available at that airfare, or if the lower airfare offered by a non-contract carrier is limited to a Gov't and/or military traveler on official business and only may be purchased with a Gov't procurement document (e.g., a GTR), GTCC, or through a centrally billed account (e.g., YDG, MDG, QDG, VDG, and similar airfares).

d. Rail service is available and that service is cost effective and consistent with mission requirements.

7. Requirements that must be met to use a non-contract airfare (FTR §301–10.108)

a. Before purchasing a non-contract airfare one of the exception listed in par. A6 must be met and use of a non-contract airfare approved on the travel order; and

b. If the non-contract airfare is nonrefundable, restricted, or has specific eligibility requirements, the traveler must know or reasonably anticipate, based on the planned trip, that the ticket will be used; and

c. The traveler's agency must determine that the proposed non-contract transportation is practical and cost effective for the Gov't.

Carrier preference is not a valid reason for using a non-contract airfare.

B. Scheduled Air Carriers (DTR 4500.9-R, Part L. Ch 103, par. A2)

1. Contract air service between city pairs should be used for all domestic travel, and for international travel when AMC Category B/Patriot Express is not available or does not meet the mission requirement. If a contract city pair airfare is not available, the policy constructed airfare (see App A) (including a lower airfare offered by a non-contract carrier limited to Gov't and military travelers on official business, e.g., YDG, MDG, ODG, VDG, and similar airfares) should be used. However, the AO retains the authority to authorize a lesser airfare and the traveler retains the ability to seek a lesser airfare.

2. Gov't contractor personnel must never be in possession of ITAs while in the performance of their contracts and are prohibited from using Gov't discount airfares provided in the Contract City Pair Program when purchasing commercial airline tickets.

For employees, see par. 3225-D for policy regarding Rail or Bus service use.

C. City Pair Program FAQs

1. How does the program work?

a. First, GSA concentrates the Gov't's market share to make the most of the competition available. The Gov't's delivery of market share drives the program. To ensure favorable airfares, a traveler is expected to select the contract carrier.

b. Second, GSA works with Gov't agencies attempting to meet the Federal traveler's needs by securing convenient and timely flights.

c. Third, GSA works in partnership with the airline industry. The airfares are so attractive, that only a Federal employee (or a member and/or their respective dependents) traveling on official business is permitted use, with few limited exceptions.

2. What are the city pair program advantages?

   a. No advance purchase required,

   b. No minimum or maximum length of stay required,

   c. Fully refundable tickets and no charge for cancellations or changes,

   d. YCA seating not capacity controlled (If there is an available coach class seat on the plane, it must be offered to the traveler for purchase.),

   e. No blackout dates,

   f. Locked-in airfares facilitate travel budgeting,

   g. Significant discounts over regular walk-up airfares, and

   h. Airfares are priced on one way routes simplifying multiple destination travel.

3. Why can't contractors use it? It would save the Gov't a lot of money!

   GSA recognizes that although a contractor may work and travel with a Federal employee/member, a contractor is not a Federal employee. Because the contract fares are low and the terms favorable, the airlines do not extend the contract fares to a contractor. The program saves the Gov't roughly $2 billion annually. GSA advises that the purchase of a contract city pair airfare ticket on behalf of a Gov't contractor is wrong, is a misuse of the city pair program, and could jeopardize its future success.

4. What are the traveler's responsibilities regarding refunds for partially or unused tickets?

   An airline ticket purchased for a Gov't traveler for authorized travel is unused or partially used when:

   a. Travel is terminated short of the authorized destination.

   b. The return portion of a round trip is not used.

   c. The travel actually purchased is different or of a lesser value than what was authorized.

   The traveler is responsible for contacting the travel agent, TMC, or airlines (if purchased directly from the airlines) to obtain a refund and must notify the agency when refunds are due on an unused or partially used ticket (paper or e-ticket). The Gov't and taxpayers lose millions of dollars each year when a traveler does not initiate the refund process.

5. What is a 'Code Share' agreement between airline carriers?

   A code share is a commercial agreement between two airlines that allows an airline to put its two-letter identification code on the flight of another airline, as they appear in computerized reservations systems. Most airlines, including all City Pair Program contract carriers, participate in some type of commercial code share agreement.

D. <u>City Pair Program Policy FAQs</u>

1. Who can use it?

   The City Pair Program is so attractive that usage is strictly limited by the contracts between GSA and the airlines. There are a few exceptions, but in general, only a Federal employee or member and their

respective dependents on official travel, may use the program with an appropriate form of payment (GTCC, either the IBA card issued to the traveler or a CBA used by an organization, or a GTR). GTR acceptance is limited to international travel, travel related expenses, and special circumstances for domestic travel. Special circumstances are defined as Acts of God, emergency situations, and when purchasing a domestic ticket in the U.S. in conjunction with travel that originated overseas.

2. Do I have to use the contract carrier? Won't any airline do?

A Federal or uniformed traveler on official business is required to use the contract carrier (as a 'mandatory user') unless a specific contract exception applies. This required use is one of the incentives necessary to obtain airline participation in the city pair program and allows the airlines to anticipate the business volume necessary to offer discounted rates. Choosing not to use the contract carrier because of personal preference, frequent flyer clubs, etc., is a violation of the contract and of Service/Agency policy and regulations.

Commercial airfares can be highly volatile, so an exception to the mandatory use requirement allows a Gov't traveler to take advantage of any low commercial airfares offered by contract – or U.S. certified non-contract carriers, if the airfares are also offered to the general public. Non-contract airfares that are offered only to a Gov't traveler (sometimes called "DG" airfares) are not included in this exception. When Gov't/Gov't contracted transportation through the TMC (see App A) is available, it is still mandatory for the traveler to use those services when arranging official travel.

Specific exceptions to the use of the contract carrier are:

a. Space or a scheduled contract flight is not available in time to accomplish the travel purpose, or use of contract service would require the traveler to incur unnecessary overnight lodging costs that would increase the total cost of the trip. This does not allow for unreasonable 'schedules' as a reason for not using a city pair carrier.; or

b. The contract carrier's flight schedule is inconsistent with JTR policies to schedule travel during ordinary working hours (see par. 3030.); or

c. A U.S. flag non-contract (or the contract) carrier offers a lower airfare to the general public that, if used, results in a lower total trip cost to the Gov't (the combined costs of transportation, lodging, meals, and related expenses considered); or

NOTE 1 to paragraph (c): This exception does not apply if the contract carrier offers the same or lower airfare and has seats available at that airfare, or if the airfare offered by the non-contract U.S. flag carrier is restricted to a Gov't or military traveler performing official business and may be purchased only with a GTCC (IBA or CBA) (e.g., YDG, MDG, QDG, VDG, and similar airfares) or GTR where the two previous GTCC options are not available.

NOTE 2 to paragraph (c): The 'exclusion to this exception' is that if the contract carrier offers the same or a lesser cost restricted airfare to the general public, the traveler/command must use the restricted airfare offered by the contract carrier. If the contract carrier offers a restricted airfare to the general public, that restricted airfare must be used by the traveler/command if using a restricted airfare unless another U.S. flag airline offers a still lower restricted airfare not matched by the contract carrier. See par. 3500-B1d for personal limitations and restrictions when using restricted airfares for official travel.

NOTE 3 to paragraph (c): Discounted commercial airfare restrictions usually include non-refund ability, change or cancellation fees, minimum or maximum stay requirements and/or extended calendar blackout periods. A traveler/command that uses this exception would have to abide by the many restrictions that typically go along with lower commercial airfares. Allowing use of the restricted airfare should be stated in the travel order thereby making the command liable for change fees if any. If a traveler simply purchases the restricted airfare without command authority, the traveler is responsible for the change fees. A traveler/ command must ensure that uses of restricted airfares are to

the Gov't's advantage, meet mission needs, and require no foreseeable changes to the itinerary. Reimbursement for additional transportation expenses for changes to a travelers itinerary for reasons beyond the traveler's control (such as acts of God, restrictions by Gov't authorities, changes in mission, or other satisfactory reasons) may be authorized/approved when certified by the AO. See par. 3500-B1d for personal limitations and restrictions when using restricted airfares for official travel.

EXAMPLES: Airline X is the city pair contract carrier and Airline Y is another U.S. flag non city pair carrier.

Example 1: If Airline X offers the same or a lower restricted airfare as Airline Y, the traveler/command must stay with Airline X the contract city pair carrier and use the contract carrier's restricted airfare. Even though Airline X matches Airline Y in the airfare, the traveler/command must use Airline X.

Example 2: If Airline X offers a restricted airfare to the general public, in addition to the contract city pair airfare, the traveler/command may opt to use the less costly restricted airfare on the city pair carrier (accepting all the restrictions) if permitted on the travel order.

Example 3: If Airline Y offers a lower/restricted airfare and Airline X does not offer the same or a lower restricted airfare to the general public than does U.S. flag Airline Y, the traveler/command may use (Airline Y) the non-contract city pair airfare if permitted on the travel order.

d. Cost effective rail service is available and is consistent with mission requirements; or

e. Smoking is permitted on the contract flight and the nonsmoking section of the contract aircraft is not acceptable to the traveler.

NOTES:

(1) Any group of 10 or more passengers traveling together on the same day, on the same flight, for the same mission, requiring group integrity, and identified as a group by the Travel Management Company (TMC) upon booking is not a mandatory user (i.e., cannot use without specific airline permission) of the Gov't's contract city pair airfares. For group travel, agencies are expected to obtain air passenger transportation service that is practical and cost effective to the Gov't.

(2) Contractors are not authorized to use contract city pair airfares to perform travel under their contracts.

(3) If the Gov't contract city pair carrier offers a lower cost capacity controlled coach airfare (MCA, QCA, VCA, etc.) in addition to the unrestricted coach class contract airfares (YCA), the traveler should use the lower cost capacity controlled airfare when it is available and meets mission needs.

3. What makes the city pair airfare the best value? Isn't it just low bid?

Absolutely not. Awards are made after measuring both quality of service and price. This allows an award to be made to a higher priced carrier if that carrier has superior service.

4. How is Quality of Service Evaluated?

A minimum service standard is set for each city pair. This minimum applies to the number of flights per day in each direction, a maximum ground time (90 minutes domestic/180 minutes international) and limits on circuity (how far out of the way the carrier can take you). Service standards change annually based on service availability.

To determine best value, a technical evaluation is conducted to evaluate the quality of each offeror's service based on the following considerations:

a. Time and Type of Service: This factor looks for flights offered throughout the day. Nonstop service, at convenient times, scores best under this factor.

b. Flight Time: This factor looks for the shortest total flight times, based on each carrier's routing. Nonstop service scores best under this factor.

c. Number and Type of Flights: This factor considers the number of flights offered throughout the day, to provide the traveler with several choices. Carriers with lots of nonstop flights score best under this factor.

d. Jet Service: This factor gives preference to jets over propeller aircraft.

All these factors are weighed against price and a best value decision is made.

5. Why isn't every award for non-stop service?

Even though non-stop service is heavily favored, it is not always available or the best value. Some of the reasons that connect service are awarded are as follows:

a. A non-stop carrier is not available for a specific route.

b. The non-stop carrier did not offer on the city pair. Some carriers have so much traffic on certain routes that they do not want the Gov't business for the route.

c. The non-stop carrier did not meet the minimum requirements as outlined in the RFP. For example, the nonstop flights might be too late at night to be beneficial for a Federal traveler.

d. The non-stop carrier has offered an unreasonably high price.

e. The connect service carrier has offered an airfare so low that it was the best overall value, even considering all the advantages of nonstop service.

6. Can't GSA make a carrier add nonstop service?

No. Even though the City Pair Program is huge, with sales well over $1 billion per year, it still represents only about 2% of the airlines' business. Unless the commercial traffic warrants it, a carrier does not add a new route or improved service levels for the Gov't.

7. Can GSA require the airlines to offer smoke free international flights?

GSA is buying a commercial service under the same terms and conditions as other buyers. Thus, GSA does not have the authority to require the airlines to offer smoke free flights. However, the Department of Transportation is working closely with the airline industry to encourage them to offer smoke free flights. There is an exception in the contract to the use of the contract carrier when smoking is permitted on the contract flight (par. B.2, above, last exception listed).

E. City Pair Air Travel Accommodation FAQs

1. Do I have to use the contract city pair air carrier if authorized to use 'other than economy/coach' airfare (business or first class)?

Yes. The City Pair Program contracts are mandatory for coach and, within DoD, for 'other than economy/coach' service when the contract carrier offers an 'other than economy/coach' contract airfare. 'Other than economy/coach' service accommodations must be authorized IAW par. 3520.

2. Can I upgrade to business class seating at Gov't expense to accommodate my disability?

Maybe. IAW Agencies/Services' policy, 'other than economy/coach' travel accommodations, due to a medical disability/special need, may be used only when there is no alternative means to accommodate the traveler's condition (e.g., bulkhead, aisle seating, use of two adjoining economy/coach seats, etc.). The condition must be certified by a medical authority and authorized by the 'other than economy/coach' AO in advance of travel IAW JTR requirements. A certification validating the medical disability/special need is effective for up to six months or the duration of the medical disability/special need, whichever is shorter. A medical disability/special need described as a lifelong condition requires a certification statement every two years from a physician.

3. Can the air carrier charge for seating 'options' and if so, is the charge reimbursable?

   Some airlines have instituted charges for seats they believe to be 'options', i.e., front of the cabin, larger seats, etc. The choice to pay extra for 'optional' seats is personal to the traveler and is not a Gov't requirement. The expense is borne by the traveler and is not reimbursable. Such situation can be avoided by making reservations early for the best seat selection possible as seat arrangements are under the carriers' control, confirm seat assignments as early as allowed, early flight check-in prevents losing pre-reserved seats with late check-in times as these seats may be released for other passengers close to departure time. YCA airfares do not guarantee a specific seat is available to the traveler.

4. If I make a voluntary change after my ticket was issued, why does it have to be reissued?

   The airline carriers charge a change fee to travel agents that do not reissue a ticket when a traveler makes a voluntary change to a ticketed transaction. This is a policy between the airlines and travel agents and not under the purview of the City pair program contract. If a travel agent does not change the record, the carrier won't be able to determine if a flight is overbooked or if additional monies should be collected or refunded because of the change. When the traveler checks in, the record will not show the most recent changes, which may affect the ability to board that flight.

F. City Pair Airline Airfare FAQs

1. How do I know if there is a contract city pair airfare?

   Contract city pair airfares are identifiable because they normally carry the airfare designator YCA or –CA. You can ask your Travel Management Company (TMC) or check the following city pair website http://www.gsa.gov/portal/category/27228.

2. Can I combine two contract airfares to save money?

   If there is a contract airfare for the origin to destination route, the answer is no. If there is no contract airfare for the origin to destination route, the answer is yes.

3. How can I know that my travel was ticketed using the GSA Airline City pair airfare rate?

   The ticket shows a three-letter airfare basis code with –CA (Contract Award) as part of it. Airline City Pair tickets are issued using one of the following airfare basis codes:

   a. YCA = Guaranteed GSA economy/coach city pair airfare which is a highly discounted unrestricted airfare. If the Gov't contract city pair carrier offers a lower cost capacity controlled coach class contract airfare (MCA, QCA, VCA, etc.) in addition to the unrestricted coach class contract fares (YCA), the traveler should use the lower cost capacity controlled airfare when it is available and meets mission needs.

   NOTE 1: Personal frequent flyer or mileage reward points use ICW official travel is not a valid reason to request a YCA airfare when a –CA airfare is available. If the traveler elects to use the unrestricted coach class contract fares (YCA) when a lower cost capacity controlled coach class contract airfare is

available and the cost exceeds the cost of the lower cost capacity controlled airfare, the traveler is financially responsible to the Gov't for the cost difference between the YCA airfare and the lower capacity controlled airfare. CBCA 1511-TRAV, 7 May 2009.

NOTE 2: This does not establish the –CA as the basis for policy constructed airfare – that remains the YCA.

b. –CA = Limited capacity, GSA economy/coach city pair airfare which capacity controlled airfare with a deeper discount preferred by the Gov't.

The first letter of the three-letter airfare basis code in (b) varies by airline (e.g., LCA, QCA, etc.). The only difference between the YCA and –CA is that there are a limited number of seats on the less costly –CA Airline City Pair rate which varies carrier by carrier and market by market. Therefore, a traveler should make flight reservations as soon as plans are firm.

If travel plans are uncertain (e.g., last minute ticket changes are likely), compare the difference between the YCA and –CA airfares with the cost (if any) of the travel agent's transaction fee to make ticketing changes. If the difference is small, it may be more cost effective to book an YCA airfare from the start. If the difference is large, it may be beneficial to book a –CA airfare and make changes, if necessary.

4. How early is early to take advantage of the Gov't discount for normal airfare city pair airfares (–CA)?

The city pair airfare program encourages a Gov't traveler to book reservations as early as possible. Once a traveler decides that a trip is necessary, the reservation should be made. The earlier the reservation, the better the chances are that the agency can receive the additional savings (–CA known as capacity controlled city pair airfares).

5. Why does the Gov't have to pay the Airline Passenger Excise tax? Isn't the Gov't exempt from tax?

The Federal Gov't is often exempted from state and local tax. However, the airline passenger excise tax is a Federal tax which the Federal Gov't must pay.

6. How can the cost of a city pair flight between two cities vary on the same airline, but different flights?

While the base airfare and tax are required to be the same for all of a contract carrier's flights (using the same airfare basis) between two cities, the airport and security fees may vary. The fees are based on the number of airports used, even if you do not change planes.

7. The price shown in the Defense Travel System (DTS) online booking engine (OBE) is different from what is shown on the GSA Airline City Pair website. How do I know I am getting the Gov't rate for my airline reservations?

The DTS vendors' OBE displays valid GSA contract city pair airfare rates, but they display them differently than the GSA Airline City Pair website.

a. The GSA website lists the airfares for general information purposes only. The GSA website shows the domestic price for the base airfare, tax included but without fuel surcharge fees, segment, airport and security fees. International Airline City Pair airfares on the GSA websites are shown as base airfare only, exclusive of all fees and tax.

b. The DTS vendors can book reservations and show either the base airfare (without tax) or the total cost (base airfare, fuel surcharge fees, tax, plus airport and security fees) depending on which DTS vendor is used.

G. City Pair Travel Allowance FAQs

1. I live in an area/location with multiple airports. What is the rule regarding what airport I must use when traveling on official Gov't business?

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

2. Can I use a contract city pair airfare for personal travel taken in conjunction with official Gov't travel? What if the Gov't cancelled my leave or I received my TDY order while on leave without knowing about the TDY before going on leave?

The use of contract city pair airfares is limited to official travel only. If personal travel is taken in conjunction with official Gov't travel, the contract city pair airfares cannot be used for that portion of the trip since that travel is personal. These city pair airfares cannot be used to and/or from an unofficial point (such as a leave point) unless the Gov't is paying for the leave travel to (and/or from) the leave point.

Example 1: A traveler receives a TDY order for TDY travel (official travel) from Atlanta, GA, (PDS) to San Francisco, CA, (TDY) and return. The traveler traveled from GA, to Chicago, IL, (personal convenience) to take leave in Chicago en route to San Francisco. Gov't and traveler limitations are:

a. Use the two one-way contract city pair airfare costs for the official travel legs (GA to CA and CA to GA) to determine the constructed transportation reimbursement limit. In this example, the Gov't one-way airfare is $251 and roundtrip is $502.

b. Reimbursement for the entire trip is limited to $502. The contract city pair airfare is available only to the trip from San Francisco to Atlanta. The traveler must use airfares available to the general public for the GA to IL and IL to CA legs. The traveler is paid the lesser of actual or constructed expenses.

Example 2: A traveler goes on leave to Denver, CO. The leave is interrupted for official TDY to San Francisco, CA. The TDY assignment was not known prior to the traveler's departure on leave. The traveler's PDS is Atlanta, GA. Gov't and traveler limitations are travel from Denver to San Francisco and return back to Denver to resume leave or back to Atlanta is official travel. City pair airfares may be used IAW par. 4090-C.

NOTE: TMC use is mandatory for official travel from Denver to San Francisco and return to Denver or Atlanta.

3. What Gov't sponsored leave programs qualify for contract city pair airfares?

Contract city pair airfare use MAY BE POSSIBLE for official Gov't funded leave transportation programs listed below; and when ordered TDY while on leave if the TDY assignment was unknown prior to taking leave. Refer to the applicable leave transportation programs within the JTR for actual authority when contract city pair airfares may be used.

a. **Employee**: RAT (see par. 5950 and App I), FVT (par. 6600), EVT (par. 7020), FEML (par. 7000), and R&R (par. 7005). A dependent also may qualify for certain leave transportation; refer to cited JTR references for authority.

b. Member: COT (par. 5069), Emergency Leave (par. 7010), FEML (par. 7000), and R&R (par. 7005). A

dependent also may qualify for certain leave travel transportation allowance; refer to cited JTR references for authority.

H. GSA Points of Contact. See GSA Airfares (City Pair Program or contact GSA by email at Travel.Programs@gsa.gov; or phone 1-888-472-5585. For more information on GSA's Airline City Pair Program. Only those without Internet access should call.

APPENDIX Q: OCONUS TOUR LENGTHS/TOURS OF DUTY

A. DoD Members. For NOAA, see par. B

1. Tour Length Establishment. A tour length is established IAW DoDI 1315.18, Encl 4, par. 1.

2. Tour Length Change. Submit a tour length change proposal IAW DoDI 1315.18, Encl 4, par. 1. Do not submit a tour length change proposal to PDTATAC.

3. 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, Encl 4, par. 1. (28 October 15).

4. 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. See DoDI 1315.18, Encl 4, par. 1.m (28 October 15).

5. Tour Lengths. The following are OCONUS tour lengths for a DoD member only (other than a DoD Attaché)DoDI 1315.18, Encl 4 par. 1. (28 October 15):

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		
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		

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	Footnote
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
Marine Barracks	24	12		
Curacao (See Netherlands Antilles)				
Cyprus (except as indicated)	24	18		
Akrotiri	24	12		
Czech Republic				
Prague	36	24		
Vyskov	36	24	07-23-15	
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 (except as indicated)	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 (except as indicated)	N/A	12		
Personnel assigned to SAO	24	18		
England (See United Kingdom)				
Eritrea	24	12		

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	Footnote
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		
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
Hawaii (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
Martina Franca	24	18		
Mt. Corna	24	18		

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	Footnote
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		
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)	N/A	12	06-30-16	
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)	N/A	12	06-30-16	
Kuwait	24	12		9
Kyrgyzstan	24	12		
Laos	N/A	12		
Vientiane	24	12	12-21-06	

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	Footnote
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 (except as indicated)	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		
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	
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	
Sczcecin	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		

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	Footnote
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	
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		
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		
Tunisia	N/A	12	03-15-13	22
Turkey (except as indicated)	N/A	12	09-21-16	24
Ankara (SCOs)	36	24		25
Turkmenistan	24	12		
Ukraine, Kiev	24	12		
United Arab Emirates	24	12		
United Kingdom (except as indicated)	36	24		3

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	Footnote
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		
Yemen, Republic of	N/A	12	09-01-11	[23]
Zaire (See Democratic Republic of Congo)				

[1] Tour-length policies for a member assigned to a duty station within AK or within HI are outlined in DoDI 1315.18, Encl 4, par. 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, Encl 5, par. 6c(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, Encl 5, par. 6c(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] Not Used.

[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 21 September 2016 changes the tour length for Turkey to a 12 month unaccompanied tour except those assigned under Chief of Mission (COM) authority or under one of the Security Cooperation Organizations (SCOs). For members assigned to Ankara on 21 September 2016 who are not under COM or SCO authority the current accompanied tour length remains in effect until completion, but not later than 31 August 2016.

[25] Per DoDI 1315.18, enclosure 4, para.1h, the prescribed tours, including the tour length and accompanied or unaccompanied eligibility, for Service members assigned to Security Cooperation Organizations (SCOs) (e.g., Office of Defense Cooperation, Office of Security Cooperation, Office of Military Cooperation, U.S. Military Groups) will be the same tours prescribed for Service members assigned to the Defense Attaché System at the same assigned location.

B. NOAA OCONUS Tour Lengths/Tours Of Duty. For DoD Service Members see, par. A..

1. Tour Length Establishment. These tour lengths are established by NOAA/CPC.

2. Tour Length Change. Submit a tour length change proposal to NOAA/CPC. Do not submit a tour length change request to PDTATAC.

3. Tour Lengths. The following are OCONUS tour lengths for NOAA members only:

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date
Alaska	36	36	31 Jan 2005
American Samoa	NA	12	31 Jan 2005
Antarctica	NA	12	31 Jan 2005
Australia			
Learmonth	36	36	31 Jan 2005
France	36	36	31 Jan 2005
Hawaii	36	36	31 Jan 2005
Switzerland	36	36	31 Jan 2005

C. Employee Standard Tours Of Duty. See Ch 5 for applicable regulations.

1. Standard Tours of Duty. Standard tours of duty are:

a. 36 months under an initial service agreement, and

b. 24 months under a renewal agreement

and apply to an employee assigned OCONUS unless an exception is prescribed in this Appendix. See par. 5840-C.

2. Tour Length Exceptions. The 24, 18, and 12 month tours apply to the entire location listed for an accompanied or unaccompanied employee unless a statement appears limiting applicability to:

a. A specific area within that location,

b. Certain employees, and/or

c. An employee on a renewal agreement tour.

3. Accompanied vs. Unaccompanied Tours of Duty. For a location at which one tour length is prescribed for an employee authorized, and accompanied by, dependents and a shorter tour is prescribed for an employee not authorized to have dependents present, the shorter tour length applies if the employee is authorized, but is not accompanied by, dependents.

4. Special Circumstance Tour of Duty. For a special circumstance tour of duty location, see par. D.

5. Tour Lengths. Unless otherwise noted, the tour lengths listed below apply to initial and renewal tours.

Location	36 Month Tour	24 Month Tour	18 Month Tour	15 Month Tour	12 Month Tour
Afghanistan		X			
Alaska					
Adak					X
Aleutian Islands					X
Isolated Mainland Bases					X
Kodiak Island					X
Ascension Island					X
Australia, Northwest Cape		X			
Azores (See Portugal)		X			
Bahamas, Andros Island		X			
Bahrain		X [1, 8]	X [2]		
Bosnia-Herzegovina (except as indicated)		X			
Banja Luka		X [9]			
British Indian Ocean Territory, Diego Garcia Island					X
Bulgaria			X [2]		
Burma (See Myanmar)					
Cambodia, Phnom Penh (eff 06-21-10) Personnel assigned to NAMRU-2)		X [1]			X [2]
Canada					
Newfoundland & Labrador					
Gander					X
Argentia		X [1]	X [2]		X
Northwest Territories					X
St. Anthony					X
Christmas Island					X
Commonwealth of the N. Mariana Islands, Saipan		X			
Croatia		X			
Cuba, Guantanamo Bay		X [1]			X [2]
Democratic Republic of Congo (formerly Zaire)		X			
Diego Garcia (See British Indian Ocean Territory)					
Dominican Republic		X			
Egypt		X [1]			X [2]
El Salvador			X [2]		
Eniwetok (See Marshall Islands)					
Ethiopia					X
Finland (All locations outside Helsinki)		X			
Greece		X			
Greenland			X		
Guam		X			
Haiti		X [1]			X [2]

Location	36 Month Tour	24 Month Tour	18 Month Tour	15 Month Tour	12 Month Tour
Honduras			X [2]		
Hong Kong		X			
Hungary, Papa (eff 11-25-08)		X [1]		X [2]	
Iceland		X [4]			X [2, 6]
Indonesia					X [2]
Iran (except as indicated below)					X
Isfahan		X			
Tehran		X			
Israel		X [1]	X [2]		
Italy					
Sardinia (La Maddalena)		X [4]	X [5, 6]		
Sicily (Comiso and Ragusa)		X [4]	X [5, 6]		
Japan					
Iwo Jima					X
Kure		X [1]			X [2]
Ryukyu Islands		X			
Wakkanai		X [1]			X [2]
Johnston Atoll		X [4]			X [2, 6]
Jordan		X			
Korea (except as indicated below)	X [3]	X [1]			X [2]
Dongducheon (eff 6-30-16) (Camps Casey, Hovey, Mobile, and Castle)					X [2]
Uijongbu (eff 6-30-16) (Camps Jackson, Red Cloud, Stanley)					X [2]
Kuwait		X [1]			X [2]
Kwajalein (See Marshall Islands)					
Laos		X			
Liberia		X [9]			
Libya			X		
Mahe Island (See Seychelles)					
Marshall Islands					
Eniwetok					X
Kwajalein		X			
Mexico					
Coatzacoalcos		X [1]	X [2, 6]		
Vera Cruz		X [1]	X [2, 6]		
Midway Islands					X
Montenegro		X			
Morocco		X			
Myanmar		X			
Nigeria		X [1]			X [2]
Oman		X [1]			X [2]
Pakistan (except as indicated below)			X [10]		
Islamabad					X [2, 10]
Karachi					X [2, 10]
Lahore					X [2, 10]
Peshawar					X [2, 10]
Panama		X			
Philippines		X			
Poland, Redzikowo (eff 11-16-16)					X [2]

Location	36 Month Tour	24 Month Tour	18 Month Tour	15 Month Tour	12 Month Tour
Portugal					
Azores		X			
Lajes Field					X
Puerto Rico		X			
Romania			X [2]		
Qatar		X [1]			X [2]
Russia, Moscow		X			
Saudi Arabia		X [1, 7]			X [2]
Serbia		X			
Seychelles					
Mahe Island					X
Somali Republic			X		
Taiwan		X			
Thailand		X [1]			X [2]
Turkey (eff 9-21-16)					X [12]
Venezuela		X			
West Indies					
Eleuthera Island					X
Grand Bahama Island					X
Grand Turk Island					X
Mayaguana Island					X
San Salvador Island					X
St. Lucia Island					X
Yemen (Republic of), Sanaa					X [2, 11]
Zaire (See Democratic Republic of Congo)					

[1] For an employee authorized, and accompanied by, a dependent.

[2] For an employee not authorized to have a dependent present.

[3] For an area authorized a 36 month accompanied-by-dependents tour, an employee may accept a 36- or 24 month accompanied tour. All 36 month tours shall be coordinated between the gaining agency and Commander, USFK, to ensure infrastructure, services, and base support is available.

[4] For an employee on an initial service agreement authorized, and accompanied by, a dependent.

[5] For an employee on an initial service agreement not authorized to have a dependent present.

[6] For an employee serving on a renewal agreement.

[7] PDUSD (P&R) memo of 17 July 2008 approves the return of adult non-school age dependents only to Eskan Village, Riyadh, Saudi Arabia. An employee executing an accompanied tour (24 months) to this area must be provided an opportunity, once in Saudi Arabia, to assess within a reasonable amount of time (90 or fewer days from the employee's arrival date), whether or not the employee believes that the security conditions under which the family will reside are consistent with the family's expectations and personal level of comfort and wellbeing. An employee may elect to return dependents to CONUS IAW par. 5596-A3, and serve the unaccompanied tour (12 months).

[8] USD (P&R) memo of 25 June 2009 approves the return of all dependents to Bahrain. An employee 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 employee's arrival date), whether or not the employee

believes that the security conditions under which the family will reside are consistent with the family's expectations and personal level of comfort and wellbeing. An employee may elect to return dependents to CONUS IAW par. 5596-C, and serve the unaccompanied tour (18 months).

[9] May be accompanied by adult dependents age 18 years or older.

[10] Due to threat levels, dependents are not currently authorized at this location.

[11] Tour length changed to 12 month unaccompanied following the ordered departure of dependents in May 2011.

[12] OUSD P&R memo dated.. 21 September 2016 changes the tour length for Turkey to a 12 month unaccompanied tour except those assigned under Chief of Mission (COM) authority or under one of the Security Cooperation Organizations (SCOs) and establishes an exception that the new tour length applies to employees currently assigned (JTR, par. 5840-C11b). This exception expires 31 August 2016. For employees assigned to Incirlik AB, the Commander, U.S. Air Force in Europe must issue an exception on a case-by-case basis. For employees assigned to Ankara, the exception applies until completion of their current tour, but no later than 31 August 2017.

D. Employee Special Circumstance Tours Of Duty

1. Special Circumstance Tour of Duty Locations. The tours of duty for the persons listed below are exceptions to the standard tours of duty in par. C.

a. DoD Education Activity Personnel

(1) Professional Personnel in 20 USC §§901-907 Teaching Positions. The tour of duty for a person in a teaching position under the DoD Education Activity (see 20 USC §§901-907) is 1 or 2 school years as required, plus the time required in the area because of arrival before the school year starts and while awaiting transportation upon departure. The school year for a person in teaching positions consists of not more than 190 working days including not less than 175 days of classroom instruction.

(2) Professional Personnel Not in 20 USC §§901-907 Teaching Positions. The tour of duty for professional personnel not in 20 USC §§901-907 teaching positions is 12 months in those areas where the tour of duty for other DoD employees is less than 24 months. In all other areas, the tour of duty is 24 or 36 months, as appropriate. Professional personnel not in teaching positions include school principals, administrators, and other personnel whose services are required for a full calendar year.

(3) Professional Personnel in 20 USC §§901-907 Teaching Positions Reassigned without Returning to CONUS to Positions Not Subject to 20 USC §§901-907 for which the Tour of Duty Is 36 Months. The tour of duty for professional personnel in 20 USC §§901-907 teaching positions reassigned without returning to CONUS to positions not subject to 20 USC §§901-907 for which the tour of duty is 36 months is a period of service, in addition to immediate prior OCONUS service, to complete 36 months.

(4) Professional Personnel in 20 USC §§901-907 Principal and Assistant Principal Positions. The tour of duty for persons in principal and assistant principal positions under the DoD Education Activity (see 20 USC §§901-907 and DoD EA Regulation 5301.4-R (Salaries and Personnel Practices Applicable to Principals and Assistant Principals) is the same as for any other DoD civilian employee who is employed on a calendar year basis. The tours are expressed in terms of school years rather than calendar years. Except as provided in pars. A1a, A1b, and A1c, tours of duty are 3 school years under the initial service agreement and 2 school years under each subsequent agreement.

b. Defense Civilian Intelligence Personnel System (DCIPS) Employees. The Under Secretary of Defense for Intelligence administratively fixes the tour of duty for DCIPS employees.

c. Scientists on Sabbatical Leave. The tour of duty for a scientist on sabbatical leave is 12 months.

d. Civilian Marine Personnel of the Military Sealift Command (MSC). The tour of duty for MSC civilian

marine personnel is 12 months.

e. U.S. Naval Observatory Personnel, San Juan-El Leoncito Region of Argentina. The tour of duty for U.S. Naval Observatory personnel assigned to the San Juan-El Leoncito region of Argentina is 24 months.

f. Resident Technical Assistance Team, Talcahuano, Chile. The tour of duty for a civilian employee of the Resident Technical Assistance Team assigned at Talcahuano, Chile, is 24 months.

g. U.S. Naval Medical Research Unit No. 3, Addis Ababa, Ethiopia. The tour of duty for a civilian employee of the U.S. Naval Medical Research Unit No. 3, Addis Ababa, Ethiopia is 24 months.

h. Air Force Management Interns. The tour of duty for a management intern assigned to the Department of the Air Force Management Intern Program in the area under the jurisdiction of Headquarters, Pacific Air Forces is 24 months. During the 24-month tour, the employee may be transferred to various posts throughout the area as management needs dictate.

i. Consultants and Experts. The tours of duty prescribed in par. D1b-D1i do not apply to a consultant or an expert.

2. Establishing a Special Circumstance Tour of Duty

a. General. The special circumstance tour of duty established for a particular location applies to the entire location for accompanied and unaccompanied employees unless the requesting official indicates that the proposed tour should be limited to:

(1) A specific area within the location (ex., Bahamas: Andros Island),

(2) Accompanied or unaccompanied employees, and/or

(3) An employee on a renewal agreement.

b. Exception Requests. A DoD component desiring to establish a special circumstance tour of duty must submit an exception request, to the PDUSD (P&R), stating the reasons for the exception.

c. Special Conditions. When special conditions justify it, and the interested components concur, tours of duty may be established in a given OCONUS area that differ among military departments, provided every effort is made to correct the special conditions which justify this practice and to establish a uniform tour of duty for the area as promptly as possible.

APPENDIX R: CONFERENCES

A. General. An employee and/or a member may attend and participate in conferences/meetings of recognized professional organizations to maintain and improve professional competency at Gov't expense (including TDY expenses), subject to the availability of funds and the employee's/member's work responsibilities.

B. Authority. Title 5 USC §4110 and 37 USC §455 authorizes conference attendance expenditures for meetings concerned with the functions and activities of a Uniformed Service/DoD Component that contribute to improved conduct, supervision, or management of the Service's/DoD component's functions and activities and such expenses are authorized as necessary expenses. This authority applies to attendance at technical, scientific, professional, or similar private membership non-Federal societies and organizations (38 Comp. Gen. 800 (1959) and 55 Id. 1332 (1976)). This authority is independent of the training authority included in par. 4955, and par. E5 (below) unless it is administratively determined that training is the primary purpose of attendance at a meeting.

C. Government Sponsored Conference. Attendance at Gov't expense may be authorized for the following:

1. Conferences sponsored or cosponsored by a Federal Agency at which a member's/employee's attendance is required in the performance of official duties;

2. Conferences of state/municipals Gov't organizations, or of international agencies in which the Federal Government is officially participating, and the member's/employee's attendance is related to official duties or for the purpose of transacting Gov't business;

3. Conferences of a group of individuals representing private interests, but convened for the purpose of transacting business directly related to the Service's/DoD Component's functions or activities and attendance is in the member's/employee's official performance; and

4. Similar activities.

D. Non-Government Sponsored Conferences

1. General. Conference attendance at non-Federal technical, scientific, professional, and comparable private membership organizations may be authorized.

2. Attendance and Approval Requirements. Attendee selection and approval is subject to Service/DoD Component regulations consistent with the regulations on acceptance of payment from a non-federal source for travel Expenses IAW the Joint Ethics Regulation (JER), DoD 5500.7-R.

3. Purpose. A member and/or an employee may attend conferences at Gov't expense to:

a. Further Service/DoD Component programs;

b. Present scientific and technical papers which further the development of the U.S. resources; and

c. Maintain an effective professional, scientific, technical, managerial, and supervisory workforce.

4. Security. An appropriate security officer at the activity concerned should examine the security implications for attendance at all meetings and conferences conducted or sponsored by private or international organizations. A member/employee who attends such meetings must be briefed about security implications, when necessary, prior to attendance.

E. Conference Registration Fees and Reimbursable Expenses

1. When Travel Is Involved. Conference registration fees authorized in the travel order or approved on a travel claim voucher are reimbursable. The PMR applies on any day that the cost for one or two meals is included in

the conference registration fee (see par. 4205). Information should be included on the travel order as to whether or not the conference registration fee includes charges for meals, and if so, the number of meals and the dates on which furnished. When the conference registration fee includes lodgings without charge, only the appropriate applicable PMR or TDY locality M&IE rate is paid.

2. When No Travel Is Involved. The conference registration fee may be reimbursed when attendance is authorized for a conference in the local area that:

a. Does not involve travel,

b. Does not involve per diem, and

c. For which a travel order is not issued.

3. Limitation on Reimbursement for Meal Costs when Attending a Conference/Meeting Sponsored by a Service/DoD Component. The cost of each meal, whether included in a conference registration fee or contracted for separately, at a Service/DoD Component sponsored conference/meeting must be identified. The total amount paid by the Gov't for meals cannot exceed the locality meal rate prescribed for the TDY assignment location (if travel is involved) or the meeting location (when travel is not involved), unless AEA reimbursement for the meal(s) involved has been authorized/approved in accordance with Ch 4, Part C. When travel is involved, the maximum contracted amount for 1 or 2 meals cannot exceed the difference between the locality meal rate and the PMR.

4. Reimbursable Expenses. Independent charges/fees for light refreshments/snacks are not a reimbursable expense.

5. Conferences/Training at the PDS. Payment of conference registration fees, meals, lodging, travel, and/or other expenses required for conferences/training at the PDS cannot be paid as travel allowances per 37 USC §404. Authority to pay related training costs at the PDS is in 10 USC §2013; 5 USC §4109; 42 USC §218a; and 14 USC §469. The costs must clearly be an integral part of the training (39 Comp. Gen. 119 (1959); and B-244473, 13 January 1992). When training events require subsistence costs at the PDS, authority for training expense payment is made through the training and/or comptroller personnel using the above legal authority. This payment is not a travel and transportation allowance and these regulations are not the authority for the payment.

Charges/fees for light refreshments/snacks are reimbursable ONLY when included as part of the conference registration fee.

F. Membership Fees and Dues. The Secretary Concerned or DoD Component Head may pay membership fees or dues from appropriated funds when the membership is in the Gov't's interest and the membership is in the Service's/DoD Component's name (e.g., Defense Travel Management Office). See 31 Comp. Gen. 398 (1952); 33 id. 126 (1953).

G. Entertainment Expenses. Entertainment expenses for social events and other personal expenses not directly required by official duties are not reimbursable.

H. Advance Payment of Discounted Conference Registration Fee (FTR §301–74.25)

1. General. It is a general practice for conference planners to offer discounted "early bird" conference registration fees, which are available in the months prior to the beginning of the conference. If a GTCC IBA is to be used to pay this fee, to take advantage of such specials, a traveler should be given oral or written order to register early, charge the conference registration fee to the GTCC IBA, and claim reimbursement for the discounted conference registration fee as soon as a written order to attend the conference has been generated. When the authority to register early is oral, the written order must reference the oral authority for the early conference registration. This does not prevent other payment methods for advance conference registration fees (e.g., Gov't purchase card (not a GTCC)).

2. Traveler is Unable to Attend an Event for which Reimbursement Was Made (adopted from FTR §301–74.26). In any case in which a traveler is unable to attend an event for which a discounted conference registration fee was paid and reimbursed in advance of the event, the traveler must seek a conference registration fee refund and repay the advance with any refund received. If no refund is made, the Service/DoD Component concerned must absorb the advanced payment as a preparatory travel expense if the traveler's failure to attend the event was caused either by a decision of the Service/DoD Component concerned or for a reason beyond the traveler's control that is acceptable to the Service/DoD Component concerned, e.g., unforeseen illness or emergency. If no refund is made, and the traveler's failure to attend the scheduled event is due to a reason deemed un-excusable by the Service/DoD Component concerned, the traveler must repay the amount advanced.

I. Government Accountability Office Guidance Concerning Reasonable Conference Costs Including Meals and Light Refreshments at a Formal Conference. See the Digest portion of the GAO Decision (B-300826, 3 March 2005) rendered to the National Institutes of Health concerning reasonable conference costs.

J. Conference Planning Policy (FTR Part 301-74). See GSA Guidance for Conference Planning and Attendance.

APPENDIX S: AUTHORIZED FEML LOCATIONS/DESTINATIONS

A. Authorized Personnel. The FEML locations, when on permanent duty at the location, in the table below are authorized for a:

1. Member and each command-sponsored dependent; and

2. DoD civilian employee and each dependent.

B. Unauthorized Personnel. The JTR does not apply to contractors or their employees at FEML locations.

C. Authorized Period. A location shown is authorized until removed from the list (regardless of the recertification date shown next to the destination). See par. 7000.

D. Location Designation/Recertification

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

a. DoD Services: DASD (MPP) IAW DoDI 1327.06;

b. NOAA: Director, NOAA Corps;

c. PHS: Assistant Secretary for Health (ASH), Department of Health and Human Services; and

d. U.S. Coast Guard: Commandant (CG-13), U.S. Coast Guard.

2. Designation/Recertification Requests. Designation/recertification requests (for DoD Services) must be sent through Combatant Command channels to DASD (MPP) IAW DoDI 1327.06.

E. Immediate Changes. For changes made to the list, but not in print, see: http://www.defensetravel.dod.mil/site/changesjtr.cfm.

F. Authorized FEML Locations/Destinations

Authorized FEML Location	Command	Authorized Destination [2]	Recertification Due Date
Albania, Tirana	EUCOM	Baltimore	28 Sep 2012
Algeria, Algiers	AFRICOM	Washington Dulles International Airport	27 May 2012
Angola, Luanda	AFRICOM	Washington Dulles International Airport	27 May 2012
	USPHS		27 May 2014
Argentina, Buenos Aires	SOUTHCOM	Miami	15 Jun 2013
Armenia, Yerevan	EUCOM	Baltimore	28 Sep 2012
Australia			
Alice Springs	PACOM	Honolulu	15 Feb 2013
Learmouth (incl. Exmouth)	PACOM	Perth	15 Feb 2013
Azerbaijan, Baku	EUCOM	Baltimore	28 Sep 2012
Bahrain, Manama	CENTCOM	Baltimore	1 May 2013
Bangladesh, Dhaka	PACOM	Honolulu	15 Feb 2013
Barbados, Bridgetown	SOUTHCOM	Miami	15 Jun 2013
	USPHS		15 Jun 2015
Belize, Belmopan	SOUTHCOM	Miami	15 Jun 2013
Benin, Cotonou (PHS members; eff 20 Dec 2012)	USPHS	Baltimore	31 Jan 2015
Bolivia, La Paz	SOUTHCOM	Miami	15 Jun 2013

Authorized FEML Location	Command	Authorized Destination [2]	Recertification Due Date
Bosnia, Sarajevo	EUCOM	Baltimore	10 Apr 2014
Botswana, Gaborone	AFRICOM	Washington Dulles International Airport	27 May 2012
	USPHS		27 May 2014
Brazil			
Brasilia	SOUTHCOM	Miami	15 Jun 2013
Rio de Janeiro	SOUTHCOM	Miami	15 Jun 2013
Sao Paulo	SOUTHCOM	Miami	15 Jun 2013
Bulgaria, Sofia	EUCOM	Baltimore	28 Sep 2012
Burkina Faso, Ouagadougou	AFRICOM	Frankfurt	3 June 2016
Burma (See Myanmar)			
Burundi, Bujumbura	AFRICOM	Washington Dulles International Airport	27 May 2012
Cambodia, Phnom Penh	PACOM	Honolulu	15 Feb 2013
	USPHS		15 Feb 2015
Cameroon, Yaoundé	AFRICOM	Washington Dulles International Airport	27 May 2012
	USPHS		27 May 2014
Chad, N'djamena	AFRICOM	Washington Dulles International Airport	27 May 2012
Chile, Santiago	SOUTHCOM	Miami	15 Jun 2013
China			
Beijing	PACOM	Honolulu	15 Feb 2013
	USPHS		15 Feb 2015
Shanghai (eff. 8 Jul 2011)	PACOM	Honolulu	7 Jul 2013
Colombia, Bogota	SOUTHCOM	Miami	15 Jun 2013
Costa Rica, San Jose	SOUTHCOM	Miami	15 Jun 2013
Cote D'Ivoire, Abidjan (formerly Ivory Coast)	AFRICOM	Washington Dulles International Airport	27 May 2012
	USPHS		27 May 2014
Croatia, Zagreb	EUCOM	Baltimore	28 Sep 2012
Cuba			
Guantanamo Bay	SOUTHCOM	Jacksonville	15 Jun 2013
Havana (USCG members only)	USCG	Miami	31 Jan 2018
Curacao (USCG members only; eff 15 Sep 2015)	USCG	Miami	15 Sep 2017
Cyprus, Nicosia	EUCOM	Baltimore	10 Apr 2014
Democratic Republic of Congo, Kinshasa	AFRICOM	Washington Dulles International Airport	27 May 2012
	USPHS		27 May 2014
Djibouti	AFRICOM	Baltimore	17 Apr 2013
Dominican Republic, Santo Domingo	SOUTHCOM	Miami	15 Jun 2013
	USPHS		15 Jun 2015
Ecuador, Quito	SOUTHCOM	Miami	15 Jun 2013
Egypt, Cairo	CENTCOM	Baltimore	1 May 2013
El Salvador, San Salvador	SOUTHCOM	Miami	15 Jun 2013
Estonia, Tallinn	EUCOM	Baltimore	10 Apr 2014
Ethiopia, Addis Ababa	AFRICOM	Baltimore	27 May 2012
	USPHS		27 May 2014
Fiji, Suva	PACOM	Honolulu	15 Feb 2013
Gabon, Libreville	AFRICOM	Washington Dulles International Airport	27 May 2012
Georgia, Tbilisi	EUCOM	Baltimore	28 Sep 2012
Ghana, Accra	AFRICOM	Washington Dulles International Airport	27 May 2012
	USPHS		27 May 2014

Authorized FEML Location	Command	Authorized Destination [2]	Recertification Due Date
Greece			
Athens	EUCOM	Baltimore	10 Apr 2014
Larissa	EUCOM	Baltimore	28 Sep 2012
Greenland, Thule[1]	EUCOM	Baltimore	09 Aug 2014
Guatemala, Guatemala City	SOUTHCOM	Miami	15 Jun 2013
	USPHS		15 Jun 2015
Guinea, Conakry	AFRICOM	Washington Dulles International Airport	27 May 2012
Guyana, Georgetown	SOUTHCOM	Miami	15 Jun 2013
	USPHS		15 Jun 2015
Haiti, Port au Prince	SOUTHCOM	Miami	15 Jun 2013
Honduras, Tegucigalpa	SOUTHCOM	Miami	15 Jun 2013
Hong Kong	PACOM	Los Angeles	15 Feb 2013
India			
Hyderaba (eff 8 Jul 2011)	PACOM	Honolulu	7 Jul 2013
New Delhi	PACOM	Honolulu	15 Feb 2013
	USPHS		31 Mar 2017
Indonesia, Jakarta	PACOM	Honolulu	15 Feb 2013
Iraq (eff 2 May 2011)	CENTCOM	Baltimore	1 May 2013
Island of Mauritius (eff 25 Aug 2016)	AFRICOM	Frankfurt	24 Aug 2018
Israel, Tel Aviv	EUCOM	Baltimore	28 Sep 2012
Ivory Coast (See Cote D'Ivoire)			
Jamaica, Kingston	SOUTHCOM	Miami	15 Jun 2013
Jordan, Amman	CENTCOM	Baltimore	1 May 2013
Kazakhstan, Astana	CENTCOM	Baltimore	1 May 2013
	USPHS		1 May 2015
Kenya, Nairobi	AFRICOM	Baltimore	17 Apr 2013
	USPHS		17 Apr 2015
Kosovo, Pristina (eff 29 Sep 2010)	EUCOM	Baltimore	28 Sep 2012
Kuwait	CENTCOM	Baltimore	1 May 2013
Kyrgyzstan, Bishkek	CENTCOM	Baltimore	1 May 2013
	USPHS		1 May 2015
Laos, Vientiane	PACOM	Honolulu	7 Jul 2013
Latvia, Riga	EUCOM	Baltimore	9 Aug 2014
Lebanon, Beirut	CENTCOM	Baltimore	1 May 2013
Lesotho, Maseru (PHS only, eff 26 Nov 2013)	USPHS	Baltimore	31 Jan 2015
Liberia, Monrovia (eff 12 Sep 2008)	AFRICOM	Baltimore	27 May 2012
Libya, Tripoli	AFRICOM	Washington Dulles International Airport	27 May 2012
Lithuania, Vilnius	EUCOM	Baltimore	10 Apr 2014
Macedonia, Skopje (Republic of Yugoslavia)	EUCOM	Baltimore	10 Apr 2014
Madagascar, Antananarivo	AFRICOM	Washington Dulles International Airport	27 May 2012
Malawi, Lilongwe (eff 25 Aug 2016)	AFRICOM	Frankfurt	24 Aug 2018
Malaysia, Kuala Lumpur	PACOM	Sydney	15 Feb 2013
Mali, Bamako	AFRICOM	Washington Dulles International Airport	27 May 2012
	USPHS		27 May 2014
Malta, Valletta (eff 29 Sep 2010)	EUCOM	Baltimore	28 Sep 2012
Mauritania, Nouakchott	AFRICOM	Washington Dulles International Airport	27 May 2012

Authorized FEML Location	Command	Authorized Destination [2]	Recertification Due Date
Mexico, Mexico City	NORTHCOM	San Antonio	27 Sep 2012
Moldova, Chisinau	EUCOM	Baltimore	10 Apr 2014
Mongolia, Ulaanbaatar	PACOM	San Francisco	15 Feb 2013
Montenegro, Podgorica	EUCOM	Baltimore	10 Apr 2014
Morocco, Rabat	AFRICOM	Washington Dulles International Airport	27 May 2012
Mozambique, Maputo	AFRICOM	Washington Dulles International Airport	27 May 2012
	USPHS		27 May 2014
Myanmar, Rangoon	PACOM	Honolulu	15 Feb 2013
Namibia, Windhoek	AFRICOM	Washington Dulles International Airport	27 May 2012
	USPHS		27 May 2014
Nepal, Katmandu	PACOM	Honolulu	15 Feb 2013
Nicaragua, Managua	SOUTHCOM	Miami	15 Jun 2013
Niger, Niamey	AFRICOM	Washington Dulles International Airport	27 May 2012
Nigeria, Abuja	AFRICOM	Washington Dulles International Airport	27 May 2012
	USPHS		27 May 2014
Oman, Muscat	CENTCOM	Baltimore	1 May 2013
Pakistan, Islamabad	CENTCOM	Baltimore	1 May 2013
Panama, Panama City	SOUTHCOM	Miami	15 Jun 2013
Paraguay, Asuncion	SOUTHCOM	Miami	15 Jun 2013
Peru, Lima	SOUTHCOM	Miami	15 Jun 2013
Philippines, Manila	PACOM	Honolulu	15 Feb 2013
Poland, Warsaw	EUCOM	Baltimore	28 Sep 2012
Qatar, Doha	CENTCOM	Baltimore	1 May 2013
Romania			
Bucharest	EUCOM	Baltimore	10 Apr 2014
Oradea (eff 22 Jul 2011)	EUCOM	Baltimore	21 Jul 2013
Russia, Moscow	EUCOM	Baltimore	10 Apr 2014
Rwanda, Kigali	AFRICOM	Washington Dulles International Airport	27 May 2012
	USPHS		27 May 2014
Saudi Arabia			
Dhahran	CENTCOM	Baltimore	1 May 2013
Jeddah	CENTCOM	Baltimore	1 May 2013
Jubail	CENTCOM	Baltimore	1 May 2013
Khamis	CENTCOM	Baltimore	1 May 2013
King Khalid Military City	CENTCOM	Baltimore	1 May 2013
Riyadh	CENTCOM	Baltimore	1 May 2013
Tabuk	CENTCOM	Baltimore	1 May 2013
Taif	CENTCOM	Baltimore	1 May 2013
Senegal, Dakar	AFRICOM	Frankfurt	27 May 2012
Serbia, Belgrade	EUCOM	Baltimore	28 Sep 2012
Sierra Leon, Freetown (eff 18 Apr 2011)	AFRICOM	Washington Dulles International Airport	17 Apr 2013
Singapore	PACOM	Honolulu	15 Feb 2013
South Africa, Pretoria	AFRICOM	Washington Dulles International Airport	27 May 2012
	USPHS		27 May 2014
South Sudan, Juba	AFRICOM	Frankfurt	3 June 2016
Spain, Albacete (eff 11 Apr 2012) For Personnel Assigned to Los Llanos Air Base	EUCOM	Baltimore	10 Apr 2014

Authorized FEML Location	Command	Authorized Destination [2]	Recertification Due Date
Sri Lanka, Colombo	PACOM	Honolulu	15 Feb 2013
Sudan, Khartoum (eff 18 April 2011)	AFRICOM	Washington Dulles International Airport	17 Apr 2013
Suriname, Paramaribo	SOUTHCOM	Miami	15 Jun 2013
Syria, Damascus	CENTCOM	Baltimore	1 May 2013
Taiwan, Taipei	PACOM	Sydney	15 Feb 2013
Tajikistan, Dushanbe	CENTCOM	Baltimore	1 May 2013
	USPHS		1 May 2015
Tanzania, Dar Es Salaam	AFRICOM	Baltimore	27 May 2012
	USPHS		27 May 2014
Thailand, JUSMAGTHAI (eff 21 Jan 2009)			
Bangkok	PACOM	Honolulu	15 Feb 2013
	USPHS		15 Feb 2015
Chiang Mai	PACOM	Honolulu	15 Feb 2013
Timor-L'Este, Dili (eff 20 June 2012)	PACOM	Honolulu	19 June 2014
Trinidad and Tobago, Port of Spain	SOUTHCOM	Miami	15 Jun 2013
Tunisia, Tunis	AFRICOM	Washington Dulles International Airport	27 May 2012
Turkey, Ankara	EUCOM	Baltimore	10 Apr 2014
Turkmenistan, Ashgabat	CENTCOM	Baltimore	1 May 2013
Uganda, Kampala	AFRICOM	Washington Dulles International Airport	27 May 2012
	USPHS		27 May 2014
Ukraine, Kiev	EUCOM	Baltimore	10 Apr 2014
	USPHS		10 Apr 2016
United Arab Emirates, Abu Dhabi	CENTCOM	Baltimore	1 May 2013
Uruguay, Montevideo	SOUTHCOM	Miami	15 Jun 2013
Uzbekistan, Tashkent	CENTCOM	Baltimore	1 May 2013
Venezuela, Caracas	SOUTHCOM	Miami	15 Jun 2013
Vietnam, Hanoi	PACOM	Honolulu	15 Feb 2013
	USPHS		15 Feb 2015
Yemen, Sana'a	CENTCOM	Baltimore	1 May 2013
Zambia, Lusaka	AFRICOM	Washington Dulles International Airport	27 May 2012
	USPHS		27 May 2014
Zimbabwe, Harare	AFRICOM	Washington Dulles International Airport	27 May 2012
	USPHS		27 May 2014

[1] Exception to the 24-month tour requirement approved by ASD (FMP) memo dated 18 Mar 2002.

[2] For international travel to Washington, DC, or Baltimore, MD, a city pair between origin and 'WAS' constitutes the airfare for constructing transportation costs.

APPENDIX T: STANDARD DATA ELEMENTS FOR TRAVEL

Table 1: Traveler Identification		
Group Name	Data Elements	Description
Travel Order	Order Number	Assigned by the appropriate office.
Traveler Name	First Name, Middle Initial, Last Name	Agency guidelines may specify the order, e.g., last name first.
Traveler Identification	Traveler Number	Must use a number, e.g., SSN, vendor number, or other number that identifies the traveler.
Travel Purpose Identifier	Mission (Operational)	
	Training	
	Conference (Other than Training)	
	Relocation	Same as change of official station.
	Special Agency Mission Travel	
	Emergency Travel	
Travel Period	Start Date, End Date	Month, Day, Year according to agency guidelines.
Travel Type	CONUS/Domestic	Travel within CONUS (48 states and DC).
	OCONUS/Domestic	Travel outside CONUS (in HI, AK, and/or U.S. territories and possessions).
	Foreign	Travel to other countries.
Leave Indicator	Annual, Sick, Other	Identifies leave type as the reason for an interruption of per diem.
Official Station	City, State, Zip	The location at which the traveler regularly performs duties or an invitational traveler's home or regular place of business. If the traveler's work involves recurring travel or varies on a recurring basis, the location at which the traveler's position of record work activities is based is considered the traveler's official station.
Residence	City, State, Zip	The geographical location at which traveler resides, if different from official station.
Payment Method	EFT	Direct deposit via electronic funds transfer.
	Treasury Check	Payment made by Treasury check.
	Imprest Fund	Payment made by Imprest Fund.
Mailing Address	Street Address, City, State, Zip	The location designated by the traveler based on agency guidelines.

Table 2: Commercial Transportation Information		
Group name	Data elements	Description
Transportation Payment		Method traveler used to purchase transportation tickets.
Method Indicator	GTR	U.S. Government Transportation Request.
	GTCC Central Billed Account	GTCC Individually Billed Account
	GTCC Individually Billed Account	A contractor GTCC individually billed account.
	Cash	
Transportation Payment Identification Number	Payment ID Number	A number that identifies the payment for the transportation tickets, according to agency guidelines, (e.g., GTR number, GTCC number).
Transportation Method Indicator	Air (other than economy/coach class)	Common carrier used as transportation to TDY location.
	Air (Economy/Coach Class)	
	Non-contract Air, Train, Other	
Transportation in Performance of TDY or While at the TDY Location	POC, Car rental, Taxi, Other	Identifies transportation used while in the performance of TDY or while at the TDY location.

Table 3: Travel Expense Information		
Group name	Data elements	Description
Per Diem	Total Number of Days	The number of days traveler claims to be on per diem status, for each official travel location.
	Total Amount Claimed	The amount of money traveler claims as per diem expense.
	Lodging, Meals & Incidentals	
Travel Advance	Advance Outstanding	The amount of travel advance outstanding, when the traveler files the travel claim.
	Remaining Balance	The amount of the travel advance that remains outstanding.
Subsistence	Actual Days	Total number of days the traveler charged actual subsistence expenses. The number of days must be expressed as a whole number.
	Total Actual Amount	Total amount of actual subsistence expenses claimed as authorized. Actual subsistence rate, per day, may not exceed the maximum subsistence expense rate established for official travel by the JTR.
Transportation Method Cost	Air (other than economy/coach class)	The amount of money the transportation actually cost the traveler, entered according to method of transportation.
	Air (economy/coach class) Non-contract Air, Train	
	Other	Bus or other form of transportation.
Transportation in Performance of TDY or While at the TDY Location	POC Distance	Total number of miles driven in POC.
	POC mileage expense	Total amount claimed as authorized based on mileage rate. Different mileage rates apply based on type and use of the POC.
	Car rental, Taxis, Other	
Constructed Cost	Constructed cost	The difference between the amount authorized to spend and the amount claimed.

Table 3: Travel Expense Information		
Group name	Data elements	Description
Reclaim	Reclaim amount	An amount of money previously denied as reimbursement for which additional justification is now provided.
Total Claim	Total claim	The sum of the amount of money claimed for per diem, actual subsistence, mileage, transportation method cost, and other expenses.

Table 4: Accounting & Certification		
Group name	Data elements	Description
Accounting Classification	Accounting Code	Agency accounting code.
Non-Federal Source Indicator	Per Diem, Subsistence, Transportation	Indicates the type of travel expense(s) paid, in part or totally, by a non-Federal source.
Non-Federal Source Payment Method.	Check, EFT, Payment "in-kind"	Total payment provided by non-Federal source according to method of payment.
Signature/Date Fields	Claimant Signature	Traveler's signature, or digital representation. The signature signifies the traveler read the "fraudulent claim/responsibility" statement.
	Date	Date traveler signed "fraudulent claim/ responsibility" statement.
	Claimant Signature	Traveler's signature, or digital representation. The signature signifies the traveler read the "Privacy Act" statement.
	Date	Date traveler signed "Privacy Act" statement.
	Approving Officer Signature	Approving Officer's signature, or digital representation. The signature signifies the travel claim is approved for payment based on authorized travel.
	Date	Date Approving Officer approved and signed the travel claim.
	Certifying Officer Signature	Certifying Officer's signature, or digital representation. The signature signifies the travel claim is certified correct and proper for payment.
	Date	Date Certifying Officer signed the travel claim.

APPENDIX U: AUTHORIZED REST AND RECUPERATION (R&R) LOCATIONS/DESTINATIONS

A. R&R Leave Transportation. See par. 7005 for regulations concerning Funded R&R Leave Transportation.

B. Footnote Locations. The footnote locations are authorized R&R for specific missions only.

C. Policy Exception. The appointed DoD Executive Agent for the USCENTCOM R&R Leave Program may combine R&R leave transportation with other official travel as exception to policy IAW OSD (P&R) memo of 12 October 2007. Any DoD Executive Agent delegation authority is limited to the General or Flag Officer level.

D. R&R Locations/Destinations. The following are authorized R&R locations/destinations for members and employees:

Authorized R&R Location	Combatant Command	Authorized OCONUS Destination	Authorized CONUS Destination	Foot Note
Afghanistan	CENTCOM	Airport closest to leave point	Airport closest to leave point	2, 4
Chad (eff. 10/1/10)	AFRICOM	N/A	Dulles, VA	5, 6
Cuba (JTF–GITMO only)	SOUTHCOM	Muniz ANGB, Puerto Rico	NAS Jacksonville NAS Norfolk	
Democratic Republic of the Congo (eff. 10/1/10)	AFRICOM	N/A	Dulles, VA	5, 6
Djibouti	AFRICOM	Airport closest to leave point	Airport closest to leave point	2, 3
Ethiopia (eff. 10/1/10)	AFRICOM	N/A	Baltimore, MD	5, 6
Iraq	CENTCOM	Airport closest to leave point	Airport closest to leave point	2, 4
Joint Task Force - South West Asia (JTF-SWA)	CENTCOM	Frankfurt, Germany	Baltimore, MD	1, 6
Jordan	CENTCOM	Airport closest to leave point	Airport closest to leave point	2
Kenya (eff. 10/1/10)	AFRICOM	N/A	Baltimore, MD	5, 6
Pakistan	CENTCOM	Airport closest to leave point	Airport closest to leave point	2, 4
Somalia	AFRICOM	Airport closest to leave point	Airport closest to leave point	3
Sudan (eff. 10/1/10)	AFRICOM	N/A	Dulles, VA	5, 6
Syria	CENTCOM	Airport closest to leave point	Airport closest to leave point	
Uganda (eff. 10/1/10)	AFRICOM	N/A	Dulles, VA	5, 6
Yemen	CENTCOM	Airport closest to leave point	Airport closest to leave point	2

[1] Only for the mission of Operation Southern Watch.

[2] Before 19 December 2003, the authorized destination was the APOD. Effective 19 December 2003 the authorized destination became the APOD with funded transportation authorized from the APOD to the airport closest to the leave point. Effective 5 February 2004 the Coalition Forces Land Component Commander was permitted to authorize R&R participants to travel via commercial air from the commercial airport nearest their AOR duty locations to the commercial airport nearest their leave locations.

[3] Per OUSD (P&R) dated 20 April 2010 establishes the U.S. Africa Command (AFRICOM) R&R Leave Program by transferring two existing U.S. Central Command (CENTCOM) designated R&R locations, Somalia and Djibouti, to AFRICOM.

[4] Per OUSD (P&R) memo of 26 August 2010 IAW P.L. 111-84 (Sec. 1107) authorizes the following R&R transportation allowances. Extends R&R transportation allowances to eligible civilian employees assigned to Pakistan and continues the same allowances for eligible civilian employee assigned to Iraq and Afghanistan.

Pakistan R&R transportation allowances are effective for tour assignment commencing on or after 26 August 2010; retroactive authority is not applicable for prior performed travel. OUSD (P&R) memo of 27 December 2011 extends the authority IAW 5 USC §9904.

[5] OUSD (P&R) memo of 1 October 2010 per USAFRICOM request approved seven new R&R locations effective 1 October 2010. The new country locations are Chad, Democratic Republic of the Congo, Ethiopia, Kenya, Rwanda, Sudan and Uganda. R&R leave transportation allowances are applicable for tour assignment commencing on 1 October 2010; retroactive authority for previously performed transportation is not authorized. Gov't funded round-trip transportation between the approved R&R location and the CONUS APOD is authorized for eligible participants. No OCONUS destinations were designated.

[6] For international travel to Washington, DC, or Baltimore, MD, a city pair from origin to 'WAS' constitutes the airfare for constructing transportation costs.

APPENDIX W: ADMINISTRATIVE WEIGHT ALLOWANCE LOCATIONS

A. Authority. Only the locations in par. H have administratively reduced HHG weight allowances, as indicated. If a location is not listed below then it is not a weight restricted location.

B. Authorization Period. The reduced administrative HHG weight allowance, for the locations in this Appendix, is effective until rescinded.

C. Submission Process. See par. 5202 and Service regulations for the submission process. All submissions must be sent through a MAP/CAP member. See JTR foreword for addresses.

D. Unaccompanied Baggage. The administrative weight allowance, or a portion, may be shipped as unaccompanied baggage (UB) limited to the maximum UB weight allowance. UB shipping weight is part of the authorized administrative HHG weight allowance. See par. 3110 for UB regulations.

E. Weight Allowance Determination. Net weight is used to determine the weight allowances in this Appendix. See par. 5204 (Members) and 5650 (Employees) for HHG net weight determination.

F. Administrative Weight Allowance. The standardized administrative weight allowance is 2,500 lbs. unless a different weight is specified in the table below. Administrative weight allowance does not include PBP&E or required medical equipment exempted weight, unless specifically stated in this Appendix.

G. DoDEA Employees. DoDEA employees are authorized the full HHG weight allowance. The HHG policies of other Services do not apply.

H. Household Goods Transportation Less Than 12 Months. The Secretarial Process may authorize a reduced administrative HHG weight transportation NTE 10% of the member's full HHG weight allowance on an individual basis when Gov't furnishings or Qtrs are not available at the PDS for PCS travel and less than 12 months remain in an OCONUS tour. See DoDI 1315.18 (Encl. 5, par. 5e). More cost effective options such as excess accompanied baggage must be considered first before 10% of the full HHG transportation is authorized. The authorization for the reduced administrative HHG weight allowance must be authorized in writing prior to the official travel. See par. 5194-7d.

I. Reduced Weight Allowance Locations. The below tour locations have reduced administrative HHG weight allowances as indicated.

Location	Administrative Weight Limitation
Alaska, Dutch Harbor	Members (USCG). An incoming/departing member assigned to USCG Marine Safety Detachment (MSD) Dutch Harbor is limited to 1,000 lbs. of HHG, as furnished Gov't Qtrs are available.
Australia, Alice Springs (Except Det 421/LGN personnel) Learmonth, Western Australia	Members (USA and USMC). USA tours limited to 25% of the HHG weight allowance[2]. USMC see [3]. 1. USA. USA members limited to 25% of the HHG weight allowance.[2a-2d] 2. USMC [3] Employees (USA). USA employees limited to 4,500 lbs. (25% of the HHG weight allowance).[2a, 2e]
Bahrain	Members 1. USCG. An unaccompanied (dependent restricted) incoming/departing member assigned to USCG PATFORSWA is limited to 600 lbs. of HHG (including PBP&E and medical equipment) as furnished Gov't Qtrs are available. 2. USMC [3]

Location	Administrative Weight Limitation
	a. Accompanied Tour Members [5] b. Unaccompanied Tour Members. HHG limited to 600 lbs.
British Indian Ocean Territory, Diego Garcia	Members (USN and USMC). Unaccompanied tour members limited to 600 lbs. of UB.[3]
Greece, Souda Bay	Members (USN) 1. Accompanied personnel are allowed full HHG weight allowance but are limited to 600 lbs. of UB HHG and the remaining weight as the HHG shipment. 2. Unaccompanied tours for E-5 and above are allowed 25% of the full HHG weight allowance, but are limited to 600 lbs. of UB HHG and the remaining weight as part of the 25% HHG shipment weight limitation. 3. E-1 through E-4 are allowed unaccompanied baggage only, limited to a 600 lb. UB shipment. 4. UB 600 lbs. weight limit applies to all paygrades for Souda Bay, Greece location.
Japan, Akizuki (Hiroshima) and Kure	Members (USA). USA members limited to 25% of the HHG weight allowance. [2a-2d] Employees (USA). USA employees limited to 4,500 lbs. (25% of the HHG weight allowance). [2a-2d]
Japan, Camp Zama	Members (USA). USA members limited to 25% of the HHG weight allowance. [2a-2d] Employees (USA). USA employees limited to 4,500 lbs. (25% of the HHG weight allowance). [2a,-2e]
Japan, CATC Fuji	Members (USMC). Unaccompanied tour members are authorized 600 lbs. of UB.[3]
Japan, MCAS Iwakuni	Members (USMC and USN) 1. USMC a. Accompanied Tour. Accompanied tour members are limited to 75% of the HHG weight allowance. An O6 on an accompanied tour as the Commanding Officer at MCAS Iwakuni/Marine Aircraft Group 12 is authorized the HHG weight allowance. b. Unaccompanied Tour. Unaccompanied tour members: (1) That have advanced written authorization from the Installation Commander to reside in off-base Qtrs are limited to 10% of the HHG weight allowance. A copy of the advance written authorization must be provided to the TO prior to HHG transportation. (2) Assigned to the barracks (i.e., BOQ, BEQ) are authorized 600 lbs. of UB. 2. USN. USN members assigned to USMC commands will follow the USMC policy. USN members assigned to a USMC command [3].
Japan, Okinawa	Members (USMC and USN) 1. USMC a. Accompanied Tour [5] (1) An O6 on an accompanied tour is authorized 10,000 lbs. of HHG.

Location	Administrative Weight Limitation
	An O7 (and above) on an accompanied tour is authorized the HHG weight allowance. (2) Members accompanied by command sponsored dependents are authorized the weight allowance based on the location of the housing assigned. b. Unaccompanied Tour (1) Unaccompanied tour members assigned to the barracks (i.e., BOQ, BEQ) are authorized 600 lbs. of UB. (2) Officers (O3 and below), Warrant Officers (W3 and below), and Enlisted (E7 and below), that are unaccompanied (including those who chose unaccompanied who have dependents) are required to live in Gov't bachelor quarters IAW USMC installation mandatory assignment policy letter, dated 30 April 2012. (3) HHG weight allowance for unaccompanied personnel assigned to Fleet Marine Force (FMF) units is restricted to the USMC administrative HHG weight limits. 2. USN. Accompanied and unaccompanied USN members assigned to: a. Non-USMC commands are authorized the HHG weight allowance. b. USMC commands will follow USMC policy. [3, 5] Contact Personnel Support Detachment, Okinawa for more information.
Japan, Torii Station	Members (USA). USA unaccompanied tour members limited to 25% of the HHG weight allowance.[2d] Employees (USA). USA unaccompanied tour employees, assigned to furnished Gov't Qtrs, limited to 4,500 lbs. (25% of the HHG weight allowance).[2e]
Korea (Except Chinhae, Osan & Detachment 452 Wonju)	Members (USA) 1. Accompanied Tour. Limited to 50% of the HHG weight allowance.[2a, 2c] 2. Unaccompanied Tour. Limited to 25% of the HHG weight allowance.[2a, 2d]
Korea, Mujuk	Members (USA/USMC). Unaccompanied tour members (dependent restricted) limited to 600 lbs. of UB.
Kuwait	Members 1. All Services. Unaccompanied tour members limited to 1,000 lbs. of HHG. 2. USA. Accompanied tour members.[5] 3. USAF. Accompanied tour members.[5] 4. USMC. Unaccompanied personnel [3]; accompanied personnel. [5] 5. USN a. Accompanied tour members [6] b. Weight restriction does not apply unless specified in the travel order. See NAVSUP Pub 490. Employees. HHG limited to 350 lbs. unless specified in the travel order.
Poland, Redzikowo	Members (USN). Members serving a:

Location	Administrative Weight Limitation
	1. 12 month unaccompanied tour, or longer, are limited to 600 lbs. of UB, due to limited quarter size. 2. Tour less than 12 months are limited to excess baggage. Employees (USN). Employees serving a: 1. 12 month unaccompanied tour, or longer, are limited to 600 lbs. of UB, due to limited quarter size. 2. Tour less than 12 months are limited to excess baggage.
Portugal, Azores -- Lajes Field	Members (USAF). E-7 and above limited to 25% of the HHG weight allowance or 2,500 lbs. (whichever is greater). E-6 and below limited to 10% of the HHG weight allowance.[1] Employees (USAF). Employees limited to 25% of the HHG weight allowance or 2,500 lbs. (whichever is greater). [1]
Qatar, Doha	Members 1. All Services (except USAF) Assigned to Al-Udeid AB a. PCS. A member, on a PCS order, is authorized an UB NTE 500 lbs., due to housing size. b. TDY. A member, on a long-term 365 day TDY deployment, is not authorized an UB shipment.. 2. USAF Assigned to AL-Udeid AB.[5]
Romania, Devesulu	Members (USN). Unaccompanied tour members on tours of 12 months or more are limited to 600 lbs. of HHG due to Qtrs size. Tours less than 12 months are limited to excess baggage. Employees (USN). Unaccompanied tour employees on tours of 12 months or more are limited to 600 lbs. of HHG due to Qtrs size. Tours less than 12 months are limited to excess baggage.
Thailand	Members (USA) 1. USA members assigned to the following units are authorized full HHG weight allowance. USA members NOT assigned to the below units are limited to 25% of the HHG weight allowance: a. Joint US Military Advisory Group Thailand (JUSMAGT) b. Armed Forces Regional Institute of Medical Sciences (AFRIMS), c. Regional Office in Charge of Construction (ROICC), d. Naval Facilities Engineering Command (NAVFAC), or e. Joint Personnel Accounting Command (JPAC). Employees (USA). USA employees limited to 4,500 lbs. (25% of the HHG weight allowance).[2a, 2e]

Turkey, Incirlik AB	All inbound personnel: 1. Are limited to unaccompanied baggage (via expedited air shipment) or 10% of their HHG weight allowance, whichever is less; and 2. Will be assigned furnished units,
Diplomatic Missions	Members (USA). USA members limited to 25% of the HHG weight allowance.[2a-2d] Employees (USA). USA employees limited to 4,500 lbs. (25% of the HHG weight allowance).[2a, 2e]
Worldwide -- USMC Embassy Security Guard Battalion (MCESGBn) Watchstanders and Detachment Commanders	Members (USMC). USMC members: 1. Assigned as Watchstanders and Detachment Commanders are authorized 2,500 lbs. of HHG or 25% of the HHG weight allowance, whichever is greater. UB transportation is to/from/between Diplomatic Missions supporting the Department of State. 2. Are not authorized to ship HHG to the MCESGBn School in Quantico, Virginia. 3. Are not authorized to ship HHG or UB from the MCESGBn School to the first Diplomatic Mission assignment.

[1] USAF. An unaccompanied USAF member is authorized to transport 10% of the HHG weight allowance via surface, or UB weight allowance IAW Table A3.1 of the AFI 24-501, Personal Property Moving and Storage.

[2] USA

a. See Army Housing Online User Services for the size of Unaccompanied Personnel Housing (UPH)/Barracks/ Family Housing. USA tour members required to reside in UPH should consider shipping less than their authorized weight allowance due to the small size of the rooms.

b. Accompanied/Unaccompanied Tour Members. Limited to 25% of the HHG weight allowance or 2,500 lbs., whichever is greater.
c. Accompanied Tour Members. UB weight is part of the administrative weight limitation and cannot exceed 2,000 lbs. The weight of UB via commercial air cannot exceed 1,000 lbs., which is included in the 2,000 lbs. max.

d. Unaccompanied Tour Members. UB HHG transportation is part of the administrative weight allowance.

(1) Unaccompanied tour members normally assigned to furnished Gov't Qtrs (Barracks/BOQ/BEQ) are authorized UB NTE 10% of the authorized weight allowance or the administrative weight limit, whichever is less. Example: An E6 without dependents is authorized a weight allowance is 8,000 lbs. UB is 10% of 8,000 lbs. or 800 lbs. 25% of the authorized HHG weight allowance of 8,000 lbs. is 2,000 lbs. The member is authorized a UB shipment of 800 lbs.

(2) Unaccompanied tour members not normally assigned to furnished BOQ/BEQ are authorized UB NTE 2,000 lbs. or the administrative weight limit, whichever is less. A copy of the advance written authorization from the new PDS housing officer must be provided to the transportation officer prior to the UB HHG transportation. UB shipment weight by commercial air cannot exceed 1,000 lbs. UB combined total weight cannot exceed 2,000 lbs.

e. Employees

(1) HHG. Limited to 25% of the weight allowance.

(2) UB. Authorized 350 lbs. for each adult and dependent age 12 or older, and 175 lbs. for each child under age 12. UB weight via commercial air cannot exceed 1,000 lbs. UB combined total weight cannot exceed 2,000 lbs. regardless of the numbers of dependents. UB weight is part of the administrative HHG weight allowance.

[3] USMC. The following apply to USN members assigned to a USMC command (based on an agreement between HHG NAVSUP and USMC I&L):

a. Unaccompanied USMC members are authorized 600 lbs. of UB and no HHG based on the limited size of the BOQ/BEQ and lack of ability to store excess HHG at the PDS.

b. USMC Base Camp Butler, Okinawa, JA, includes other USMC bases/installations located on Okinawa, JA, including, but not limited to, Camp Courtney, Camp Schwab, and Camp Hansen. Unaccompanied USMC members are authorized 600 lbs. of UB and no HHG based on the limited size of the BOQ/BEQ and lack of ability to store excess HHG at the PDS.

[4] PHS. PHS Officers assigned to Gov't furnished Qtrs are limited to 25% of the HHG weight allowance, with the remainder placed in NTS at the last CONUS PDS. The 25% weight maximum applies to all PCSs except when shipping from Gov't furnished to unfurnished Qtrs or return from an OCONUS assignment with unfurnished Qtrs.

[5] Accompanied tour members are limited to 25% of the HHG weight allowance or 2,500 lbs., whichever is greater unless specified on the travel order. Reshipment of HHG and NTS of HHG are not authorized at the authorized destination unless determined to be in the Gov't's interest, by the responsible Service.

[6] Accompanied tour members are limited to 25% of the HHG weight allowance or 2,000 lbs., whichever is greater unless specified on the travel order. Reshipment of HHG and NTS of HHG are not authorized at the authorized destination unless determined to be in the Gov't's interest, by the responsible Service.

APPENDIX X: RESOURCES

A. Programs and Pilots

1. DoD Integrated Lodging Program Pilot (ILPP). Effective for all orders or authorizations issued on or after 15 June 2015 or the date the ILPP begins at a site. Pilot sites and their start dates.

a. Authority. FY 2015 NDAA, Sec. 914, allows DoD to conduct a Government lodging program pilot until 31 December 2019. DoD has established the ILPP to achieve reduced rates, provide better services, enhance the traveler's experience, and provide greater safety and security. This Government lodging program allows DoD to direct both Service members and civilian employees to the use TDY lodging in the following priority order:

(1) Government Quarters (See Appendix A1).

(2) Privatized Lodging, e.g., Privatized Army Lodging (PAL).

(3) DoD Preferred Commercial Lodging.

b. Eligibility. Includes DoD travelers on TDY with an overnight stay at one of the selected ILPP sites. This pilot does not apply to USCG, PHS, or NOAA personnel.

c. Scope. DoD will select a limited number of sites based on analysis of lodging spend and pilot objectives. DTMO negotiates lodging terms, rates, conditions, and amenities such as free parking or Internet to best leverage purchasing power. The initial phase of the pilot focuses on short-duration or transient lodging (for less than 30 nights). Other phases may focus on other lodging areas such as longer duration or extended-stay lodging (30 or more nights). Lodging accommodations must meet FEMA requirements listed on the U.S. Fire Administration Internet site and DoD safety and security standards and requirements.

d. Policy Requirements. Travelers on TDY to an ILPP site must use approved DoD Preferred lodging accommodations when Government Quarters or PPV lodging are not available. The DTMO website lists approved properties (see the ILPP Approved Vendor List. A traveler must book preferred commercial lodging through DTS or the contracted TMC.

(1) Service Members Only. The AO may direct Service members TDY to a U.S. installation at one of the selected ILPP sites to use available Government dining facilities when lodging is available in a facility located on that installation and it is participating in the Government Lodging Program. On days when one or more meals are available and directed, the AO will compute the M&IE portion of per diem at the proportional or government meal rate, as appropriate. A Government dining facility is not available on travel days or when the AO determines:

(a) The use of the Government dining facility will adversely affect mission performance.

(b) There is excessive distance between the Government dining facility and places of duty or lodging and using the Government dining facility would cause additional local transportation expenses.

(c) Duty hours and Government dining-facility operating hours are not compatible.

e. Government Quarters Use

(1) Civilian employees TDY to a U.S. installation not nearby at one of the ILPP sites must use adequate, based on DoD and Service standards, Government Quarters when available. If adequate Government Quarters are available and the civilian employee chooses to use other lodging

reimbursement is limited to the cost of the Government Quarters. Government Quarters are considered not available when:

(a) The TDY is at other than a U.S. installation.

(b) The AO determines that Government Quarters use would adversely affect mission performance. An SES may personally determine Government Quarters availability.

(c) A civilian employee is TDY at a medical facility as a non-medical attendant accompanying a patient in an outpatient status.

d. The TDY is to a Joint Base and the Government Quarters are located on a part of the Joint Base that is geographically separated, in other words do not share a common perimeter, from the duty location.

e. Reservations cannot be booked in DTS.

(2) Service Members Only. The rules in par. 020303-C, "Use of Government Quarters," apply to Service members.

f. Exceptions. The AO may authorize or approve an exception to the required use of a Government lodging program property at an ILPP site when:

(1) Lodging is not available at the approved lodging accommodations. See subpar. 2 below for non-availability documentation.

(2) There is excessive distance between the lodging facility and places of duty and the use of approved lodging would cause additional local transportation expenses.

(3) The use of a Government lodging program property at an ILPP site facility adversely affects mission performance.

(4) The traveler can obtain a room rate lower than the ILPP maximum rate.

(5) The traveler has a documented disability or special need.

g. Non-Availability Documentation. The traveler must document that Government Quarters are not available by one of the following:

(1) A non-availability confirmation number provided by the Service's lodging registration process.

(2) The date the traveler attempted to make reservations, along with the phone number and name of the billeting office point of contact.

(3) The civilian employee's certification that Government Quarters were not available on arrival.

h. Lodging Reimbursement for Travelers Who Elect Not to Use the ILPP. When an ILPP is available but not used by the traveler, lodging cost reimbursement is limited to the amount the Government would have paid if arrangements had been made directly through the TMC or DTS. The traveler must be reimbursed actual lodging costs no greater than the rate the Government would have paid, in other words the ILPP negotiated rate, plus taxes, unless the traveler is tax exempt at that location for commercial lodging. The traveler is financially responsible for all other costs associated with other than ILPP site use.

i. TMC Transaction Fees. When the traveler does not use DTS or an available TMC, the transaction fee for personally procured lodging is not reimbursable. When a TMC is not available, the transaction fee incurred for arranging lodging is a reimbursable expense.

j. Selected ILPP Sites, Rates and Start Dates. Sites include metropolitan areas. The DTMO website contains ILP Pilot Sites, ILPP Rates, and ILPP Start Dates.

2. DoD Travel System Pilot

a. Authority. Pursuant to 37 USC §454, the DoD intends to conduct a Travel System Pilot. In April 2015, DoD Senior Leadership selected Defense Travel System Modernization as the subject of a two-week "discovery sprint" led by the United States Digital Service, an initiative of the Executive Office of the President that provides consultation services to Federal agencies with the goal to make Government services simple, effective, and efficient. Recommendations included implementing commercial, off-the-shelf software as a service-based solution for travel reservations and expense management.

b. Eligibility. A small sample of the user community will pilot the solution, understanding that these users need additional oversight.

c. Scope. The DoD Travel Modernization Pilot will operate for approximately 18 months. The initial phase of the pilot will focus on short duration business TDY and other phases will focus on other types of travel with the potential to phase out legacy systems.

d. Reimbursement

(1) Per diem, lodging, meals and incidental expenses are reimbursed as provided for in the JTR.

(2) Transportation expenses are reimbursed as provided for in the except that mileage is computed using a commercially available mileage computation program. TDY mileage station to station is determined based on calculations from physical address to physical address, ZIP code to ZIP code, or city to city. Local and terminal transportation mileage is determined based on calculations from physical address to physical address or odometer readings.

3. Lodging Programs

a. General. The Army Lodging Success Program, Navy Elite Lodging Program, and GSA's Fed Rooms Lodging Program provide adequate quality lodging at or below per diem and at properties often close to TDY location worksites. Use of lodging facilities in these programs often results in cost savings to the Government. Not all programs are available to all official travelers. 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.

b. The following Lodging programs are not Government (DoD) Quarters:

(1) Army Lodging Success Program.

(2) Navy Elite Lodging Program.

(3) GSA's Fed Rooms Lodging Program.

(4) Government-contracted lodging not located on the traveler's assigned installation.

c. Government-Contract Lodging (Service Members Only). The Secretary concerned may direct the use of Government contract lodging, at or near the U.S. installation or reservation, specifically contracted for a Service member assigned TDY to a contingency operation for 181 or more days at one location. An AO should consider transportation between the lodging and work site when arranging Government-contract lodging. Directing the use of Government-contract lodging off the U.S. installation does not permit directing the use of the GMR.

B. Miscellaneous

1. HHG Authorized Locations and Weight Allowance. The following table summarizes authorized locations and weight allowance for the movement of HHG under a TDY order. The referenced paragraphs provide benefit details and should be reviewed for thorough understanding.

Order Type and JTR References	HHG Authorized Locations and Weight Allowance Footnotes
TDY order, a temporary to permanent duty order, or a combination thereof (par. 020501).	1, 2, 3, 4, 5, 6, 7, 8
An RC member called or ordered to active duty for initial active duty for training for less than 6 months at 1 duty station.	8, 10, 12, 16, 17
An RC member called or ordered to active duty, including active duty for training, for less than 20 weeks at 1 duty station.	
An RC member called or ordered to active duty for training for 20 or more weeks with fewer than 20 weeks at any one location (par. 5282).	
A PCS with TDY or deployment en route (pars. 020501 and 5242)	1, 2, 4, 5, 6, 9
A TDY without being directed to return to the PDS or TDY pending further assignment (pars. 020501, 020502, 020503, and 020504).	5, 6, 9, 17
An ITDY from a PDS (pars. 031201 and 020504).	1, 4, 5, 9, 17, 20
From a PDS to a TDY location pending assignment to ship not designated for arduous duty and not OCONUS for 1 year or more (pars. 020501 and 020504).	4 (“ship home port”), 5, 9, 17
From a PDS to a TDY location pending an assignment OCONUS or an assignment to a ship designated for unusually arduous sea duty or operating OCONUS for 1 year or more (pars. 020501 and 020504).	4, 5, 9, 17, 20
Ordered from a PDS to TDY for building, fitting out, converting or reactivating a ship that is not specified as unusually arduous (par. 4560-B).	4 (“ship home port”), 5, 9
Ordered from a PDS to TDY for building, fitting out, converting or reactivating a ship that is specified as unusually arduous (par. 020501).	5, 9, 20
TDY or deployment of 90 or more days or an indefinite period when no PCS is involved (pars. 020502 and 020503).	5 (“special storage”), 9
TDY or deployment of an RC member called or ordered to active duty under unusual or emergency circumstances or service exigencies for other than training (pars. 020502 and 020503).	5 (“special storage”), 9
Relief from active duty for an RC member called or ordered to initial active duty for training for less than 6 months.	6 (“no longer than 30 days”), 8, 11, 13, 15, 19
Relief from active duty for an RC member called or ordered to active duty for training for 20 or more weeks but less than 20 weeks at any one location.	
Relief from active duty for an RC member called or ordered to active duty, including active duty for training, for less than 20 weeks at one duty station (par. 5320-E).	
Recalled to active duty for TDY after separation from the service or relief from active duty (par. 5320-K)	5 (Continued storage only if member qualifies for special storage under pars. 020502 and 020503.), 8 (Authorized locations depending on the TDY order. Upon separation following recall, see par. 5320, for authorized places.)

Footnotes	HHG Authorized Locations and 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 (see par. 020501)
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 or ordered to Active Duty for Training
15	To PLEAD or to place from which called or ordered to Active Duty for Training
16	To First PDS
17	To Any Subsequent PDS
18	From Last Duty Station
19	From PLACE HHG Last Transported at Government Expense
20	Any Point in CONUS Selected by Service Member

2. Sample Excess Cost Agreement. The following is a sample excess cost agreement required in par. 033202.

DoD Component LetterheadDate

SUBJECT: Excess Cost Agreement for Travel and Transportation Costs

The appropriate designated point for obtaining medical or dental care for:

Employee's or Dependent's Name:_____

has been determined to be: _____
(Designated Point)

I agree to pay or reimburse to the Government excess travel and transportation costs incurred by myself, my dependent, attendant, escort, or accompanying family member over what such travel to and from the designated point would have cost.

_____

Employee's Signature Date

3. Invitational Travel for a Government Contractor or Contractor Employee

a. Travel of Government Contractor or Contractor Employee. This Part directs Government contractors and contractor's employees to other resources for travel and transportation information. The provisions in the JTR do not apply to Government contractors or their employees. The rules in the Federal Acquisition Regulations (FAR) §31.205-46 govern government contractor and contractor employee travel costs. 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. Government's Travel and Transportation Program Restrictions. Commercial vendors are under no obligation to extend Government rates for the Government's travel and transportation programs listed below to a contractor working on the Government's behalf. A contractor's employee must contact the contracting agency or the Government Contracting Office Representative (COR) regarding the use of the Government's travel and transportation programs for official travel. A Government Contractor Official Travel Letter of Identification signed by the authorizing Government's contracting officer may encourage a vendor to extend rates reserved for Government employees to the contractor and its employees.

(1) Contract City Pair Air Passenger Transportation Program and Other Government Fares. GSA's contracts with the airlines and the Defense Transportation Regulation, DTR 4500.9-R, Part I, Chapter 103, governs the use of City Pair Program fares. The airlines' fare structures and rules govern the use of other airfares reserved for Government employees on official business. A Government contractor is not eligible to participate in the GSA City Pair Program for air transportation services.

(2) Rail Service. Commercial passenger rail vendors may voluntarily offer discount rates to contractors who are on official Government business at the vendor's discretion.

(3) Lodging Programs. GSA (i.e., FedRooms) and the Services' lodging programs may voluntarily offer discount rates to contractors who are on official Government 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 Government employees and uniformed personnel while traveling on official Government business. Some commercial car rental companies may voluntarily offer similar discount rates to Government contractors at the vendor's discretion.

C. Government Contractor Letter of Authorization and Identification. See DoDI 3020.41 for information regarding contractors.

4. Sample Format Invitational Travel Authorization (ITA). The following sample may be used as a guide for all DoD Services to prepare an ITA. Use of the sample format is not mandatory.

INVITATIONAL TRAVEL AUTHORIZATION

Name_____ Travel Authorization Number_____

Address_____

Date Approved_____

You are invited to depart from _____

in sufficient time to arrive at _____ by _____
(Date)

for the purpose of _____ for approximately _____ days, and to return to the departure point.

A statement must be included on the ITA specifying that alternate means, such as Secure Video-Teleconference or other Web-based communication, are insufficient to accomplish travel objectives. The JTR is available on the Defense Travel Management Office website.

You are authorized to travel by: ☐ Rail ☐ Commercial Air ☐ Military Aircraft ☐ Bus ☐ See below for travel by POV.

☐ The authorizing or 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. A traveler remains financially responsible to the Government for the cost of the lost or stolen ticket, regardless of fault or negligence. A traveler is responsible for purchasing a replacement ticket and cannot be reimbursed for the replacement ticket until the Government has received a refund for the lost or stolen ticket. If the initial ticket is recovered or turned in for refund, and the Government is repaid,

reimbursement may be made to the traveler for the second ticket, limited to the cost of the first ticket. All unused tickets must be turned into the Travel Management Company (TMC).

☐ To arrange transportation call: (___)_____

When a TMC is available but not used by a traveler, reimbursement for transportation costs is limited to the amount that the Government would have paid if the arrangements had been made directly through a TMC. Reimbursement for transportation is limited to the least expensive coach or economy air accommodations, unless otherwise permitted in par. 0202. The Fly America Act requires that U.S. flag carriers be used for all commercial transportation when the Government funds the travel. The TMC and AO, therefore, require that travel by air and ship be on a U.S. flag carrier for every leg of a trip, unless the TMC and AO provide supporting documentation that a U.S. flag carrier is not available. There is no transportation reimbursement, for any leg of a trip, when an unauthorized or unapproved non-U.S. flag air carrier service or foreign flag ship is used.

☐ You are authorized to travel by POV since it is to the Government's advantage. You will be reimbursed using the mileage rates as listed at https://www.defensetravel.dod.mil/site/otherratesMile.cfm. Miscellaneous reimbursable expenses associated with driving a POV and incurred during travel, such as parking and tolls, are authorized for reimbursement, plus per diem while in travel status under this authorization.

☐ You are authorized to travel by POV on a constructed basis. You would ordinarily be authorized to travel by airplane, train, or bus. Reimbursement is limited to the constructed cost of the ordinarily authorized transportation type including per diem.

☐ You will receive per diem to cover your expenses for lodging, meals, and incidental expenses. If you are lodged in a CONUS or non-foreign area OCONUS a lodging tax is a reimbursable expense. If you are lodged in a foreign area OCONUS, the lodging tax is considered part of the lodging portion of per diem and is not separately reimbursable. The per diem allowance is a daily rate meant to cover living expenses. It provides the maximum amount a traveler may be reimbursed for lodging, meals, and incidental expenses. The current rates are at http://www.defensetravel.dod.mil/site/perdiem.cfm. See par. 0203 for applicable rules.

Applicable Per Diem Rates:

Locality	Maximum Lodging Rate	M&IE Rate	Total Per Diem

☐ You are to be paid an actual subsistence expense allowance (AEA) for lodging and a per diem for meals and incidental expenses (M&IE). You must itemize your lodging expenses. M&IE is paid at the locality per diem rate without itemization.

☐ You are to be paid an AEA for lodging and M&IE. Reimbursement of actual costs for lodging, meals, and incidental expenses is allowed and itemization is required. See par. 020307 for applicable rules.

AEA Authorized:

Locality	Maximum AEA Allowance	Amount allowed for M&IE if M&IE authorized on a per diem basis.

Note: Ticket stubs or itinerary copies are required to substantiate your transportation cost. DoDFMR, Vol. 9, requires an itemized receipt for each lodging expense, regardless of the amount, and any individual expenditure of $75 or more.

Address any inquiries regarding this travel to:_____

The travel authorized in this travel authorization is in the public interest and is chargeable to: _____