

**JOINT TRAVEL REGULATIONS****UNIFORMED SERVICE MEMBERS AND DOD CIVILIAN EMPLOYEES****1 DECEMBER 2017**

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

B. New Regulation Changes. Material new to this change is indicated by **yellow highlighting** and is effective IAW the date of this change unless otherwise indicated.

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

**MAP 072-17(E) – Revised Joint Travel Regulations - Chapter 8 – Cost of Living Allowances within the Continental United States (CONUS COLA)**. Rewrites JTR, Chapter 8 (CONUS COLA).

**MAP 115-17(E) – Revised Joint Travel Regulations - Chapter 5, Section 1 – Service Member Permanent Duty Travel (PDT)**. Rewrites Chapter 5, Part 1 (Uniformed Members) PDT.

**MAP/CAP 118-17(I) – Move Pet Quarantine Information from Chapter 5 to DTMO Website**. Removes resource information regarding pet transportation from JTR pars. 5430-B, C, D, and E and adds it to the DTMO Website. Since guidance is provided for informational purposes only and not related to a Government funded PCS Allowance, it has been relocated.

**MAP 122-17(E) – Overseas Housing Allowance (OHA) Unique – Denmark**. Authorizes OHA Unique Expenses to reimburse Service members receiving OHA in Denmark who must pay mandatory renovation costs upon departure from local housing. Affects Appendix K.

**MAP 140-17(I) – Command Sponsorship Only Required at Member’s PDS OCONUS**. Modifies the language to include that all dependents are authorized safe haven allowances except non-command sponsored dependents at the member’s PDS OCONUS. Also clarifies that a dependent who remains at a member’s previous PDS is also authorized evacuation allowances. These are clarifications from the previous language. Affects Table 6-13, and pars. 060202, 060202-A2, 060205-A, and 060206-A.

**MAP/CAP 141-17(I) – Move Appendix Q to the DTMO Website**. Removes Appendix Q from the JTR. The information contained in Appendix Q will be moved to the DTMO website at [www.defensetravel.dod.mil/Docs/AP-TL-01.pdf](http://www.defensetravel.dod.mil/Docs/AP-TL-01.pdf). There is no change in authority with this revision. Affects pars. 0501, 5558-A5, 5596-A3a, 5840-C1c-e, and 5950-B2a.

**MAP/CAP 144-17(I) – Multiple Alternate Destinations for FEML**. Reinserts the language that a traveler may select multiple alternate destinations for Funded Environmental Leave (FEML) in Appendix S. This authority was inadvertently omitted in the rewrite. Affects par. 040401B.

**MAP/CAP 146-17(I) – Move Appendix W to the DTMO Website**. Moves the information in Appendix W to the DTMO Website. Affects pars. 051402-A, 051402-C, 051402-D2, 051403-A, 5648-A2, and Appendix W.

## 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.

Type of Leave	Transportation Mode		
	Government Transportation	Commercial Airplane, Bus, or Rail	Privately Owned Vehicle (POV)
Emergency Leave	Space required.	<ul style="list-style-type: none"> <li>• Transportation is limited to the policy constructed airfare.</li> <li>• 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.</li> </ul>	<ul style="list-style-type: none"> <li>• Other Mileage Rate. (see par. 020210)</li> <li>• Transportation is limited to the policy constructed airfare.</li> </ul>
Emergency Visitation Travel (EVT)			
Funded Environmental and Morale Leave (FEML)			
Rest and Recuperation (R&R)			
Special R&R (SR&R)			

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.

<b>Reimbursable Transportation-Related Expenses when not Included as Part of the Ticket Cost</b>	<b>Allowances and Reimbursements not Authorized</b>
<ul style="list-style-type: none"> <li>● Travel Management Company fees.</li> <li>● Charges for the first checked bag up to the carrier's standard checked baggage allowance.</li> <li>● Arrival or departure taxes or fees.</li> <li>● Currency conversion fees for allowable transportation costs.</li> <li>● Ground transportation between interim airports.</li> </ul>	<ul style="list-style-type: none"> <li>● Per diem or meal tickets.</li> <li>● Excess accompanied baggage.</li> <li>● Unaccompanied baggage.</li> <li>● Transportation from the permanent duty station (PDS), home, or destination to the airport and return, except Government-FEML.</li> <li>● Terminal parking fees.</li> </ul>

## 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.

<b>Traveler</b>	<b>Eligibility Criteria</b>
Service Member	<ul style="list-style-type: none"> <li>● On permanent duty outside the continental United States (OCONUS).</li> <li>● Assigned to a ship or unit operation OCONUS.</li> <li>● 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 is a Service academy graduate and emergency leave location is OCONUS.</li> </ul>
Dependent	<ul style="list-style-type: none"> <li>● Is command-sponsored and residing OCONUS with the Service member.</li> <li>● Authorized to reside at a location OCONUS and for whom the Service member receives a station allowance while on permanent duty OCONUS.</li> <li>● 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.</li> </ul>

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.

<b>Table 4-4. Authorized Origins and Destinations for Emergency Leave Travel</b>	
<b>Authorized Origins</b>	<b>Authorized Destinations</b>
<b>Eligible Service Member or Dependent in the CONUS</b>	
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.	
<b>Eligible Service Member or Dependent OCONUS</b>	
<ul style="list-style-type: none"> <li>● A Service member's PDS.</li> <li>● The dependent's authorized location OCONUS.</li> <li>● The Service member's or dependent's location when notified of the personal emergency, if the location is OCONUS.</li> </ul>	<ul style="list-style-type: none"> <li>● 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.</li> <li>● 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.</li> <li>● An airport in a non-foreign area OCONUS.</li> <li>● Any foreign location OCONUS, as determined through the Secretarial Process.</li> </ul>
See <a href="#">computation example 1</a> , <a href="#">computation example 2</a> , <a href="#">computation example 3</a> , and <a href="#">computation example 4</a> .	
*The closest port of entry in the CONUS is the standard of measure for determining the cost limitation ( <a href="#">37 U.S.C. § 481d</a> ).	

**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.

<b>Authorizing or Approval Authority</b>	<b>Authorization</b>	<b>Limitation of EVT Visit</b>
AO with the assistance of medical authority, if available	<ul style="list-style-type: none"> <li>• The civilian employee <i>or</i> the civilian employee's spouse or domestic partner can take one round trip to visit an <i>immediate</i> family member who is seriously ill or injured (see par. 040301-B).</li> <li>• 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.</li> </ul>	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.

<b>Table 4-6. Eldercare Travel</b>		
<b>Authorizing or Approval Authority</b>	<b>Authorization</b>	<b>Limitation of EVT Visit</b>
AO	<ul style="list-style-type: none"> <li>● 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.</li> <li>● The eligible traveler may use both EVT trips to visit one incapacitated parent, or may use one trip for each incapacitated parent.</li> </ul>	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.

<b>Authorizing or Approval Authority</b>	<b>Authorization</b>	<b>Limitation of EVT Visit</b>
AO	<ul style="list-style-type: none"> <li>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.</li> <li>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.</li> </ul>	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.

<b>Authorizing or Approval Authority</b>	<b>Authorization</b>	<b>Limitation of EVT Visit</b>
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]”.

<b>Table 4-9. Travel for Unusual Personal Hardship</b>		
<b>Authorizing or Approval Authority</b>	<b>Authorization</b>	<b>Limitation of EVT Visit</b>
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 <i>or</i> 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 Section 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 civilian 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. For information about charging leave, refer to [DoDI 1400.25, Vol 630](#) (DoD Civilian Personnel Management System: Leave) and [DoDI 1400.25, Vol 1260](#) (DoD Civilian Personnel Management System: Home Leave), both dated March 19, 2015,.

## 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 civilian employees.

### 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.

<b>Table 4-10. FEML Trips Authorized by Assignment Length and Tour Extension</b>	
<b>Tour Length</b>	<b>Number of FEML Trips Authorized</b>
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 the [DTMO website](#) 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(s) Transportation.** An eligible traveler may select alternate destination(s) rather than the one listed on the [DTMO website](#) (effective 1 May 2017).

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.

c. See [computation example 1](#) and [computation example 2](#).

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 civilian employees. A dependent or family member is ineligible for R&R leave transportation.

### 040501. R&R Leave

1. A Service member or a civilian employee on a tour of duty for 12 months or more is eligible for R&R leave transportation when assigned to an authorized location OCONUS. The authorized R&R duty locations and destinations are located on the [DTMO website](#).

2. R&R leave can be combined with liberty, administrative absences, TDY, or travel for other purposes only when the Service member or 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 4-11.

B. Allowances

1. An eligible traveler receives transportation allowances for round-trip travel between the authorized duty location and an authorized R&R destination.
2. A civilian employee stationed in Iraq, Afghanistan, or Pakistan uses Table 4-13.
3. An eligible traveler may not use cruise or tourist packages to or from the authorized destination.
4. Refer to Section 0401 for transportation and reimbursable expenses.
5. See [computation example 1](#) and [computation example 2](#).

Type of Tour	Criteria for Eligibility
Standard	The eligible traveler must be at an authorized duty location for 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 an authorized duty location OCONUS is eligible for one R&R leave trip after serving 60 or more consecutive days at the TDY site. The CDR 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 4-12 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.

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 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 an authorized R&R destination. See the [DTMO website](#) for the list of authorized R&R destinations.

1. An eligible civilian 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 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 4-13. 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.

<b>Table 4-13. Duty Assignments for a Civilian Employee in Iraq, Afghanistan, or Pakistan that Receive R&amp;R Transportation</b>	
<b>Length of Assignment</b>	<b>Criteria for Eligibility</b>
At Least 6 Months but Less than 12 Months	A 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 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. See [computation example 1](#) and [computation example 2](#).

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# CHAPTER 5: PERMANENT DUTY TRAVEL (PDT)

## SUBCHAPTER 1: SERVICE MEMBERS

### PART A: STANDARD PERMANENT CHANGE OF STATION (PCS) ALLOWANCES FOR A SERVICE MEMBER

#### 0501 Introduction

This part includes PCS rules for travel by a Service member, travel by a dependent, local travel, and shipment and storage of belongings. It also covers the eligibility for types of standard PCS allowances: transportation, per diem, miscellaneous reimbursable expenses, dislocation allowances (DLA), and temporary lodging expenses (TLE). The standard travel and transportation rules, in Chapter 2, apply unless otherwise indicated in this chapter. Also see, [Tour Lengths and Tours of Duty Outside the Continental United States \(OCONUS\)](#).

#### 050101. PCS Transportation Allowance

A. Transportation Options. The amount of reimbursement depends upon the mode of transportation the Service member or dependent chooses to use, if not otherwise directed or authorized. Transportation allowances are for travel directly from the old PDS to the new PDS, or between authorized points as specified in the JTR. Multiple options are available for arranging and paying for transportation, subject to the limitations specified in this chapter. Use the actual amount, without rounding, when computing a monetary allowance in lieu of transportation (MALT).

1. Government transportation.
2. Government-procured commercial transportation.
3. Personally procured commercial transportation.
4. Privately owned transportation.

B. Using Mixed-Mode Transportation. If more than one mode of transportation is used between official points, this is mixed-mode travel (see “mixed-mode travel” in Appendix A). A Service member or dependent may use more than one mode of transportation.

#### 050102. PCS Per Diem Allowance

This section addresses per diem allowances to and from official travel locations. The amount of reimbursement is determined by the mode of transportation authorized and used, the official distance, the number and age of dependents authorized to travel, and whether a dependent is traveling with the Service member. Use the actual amount, without rounding, when computing per diem allowances.

### **050103. Miscellaneous Reimbursable Expenses**

See Chapter 2 for information about miscellaneous reimbursable expenses.

### **050104. Dislocation Allowance (DLA)**

A DLA partially reimburses a Service member for expenses incurred in moving a household. The household move must be required by a PCS, ordered for the Government's convenience, required due to an evacuation, or otherwise authorized in Section 0505. A DLA is a flat amount and may be paid as a primary DLA, a secondary DLA, or a partial DLA, depending upon the circumstances of the household move. A DLA is mandatory when the conditions in this chapter are met. Only one DLA is permitted in a fiscal year, unless the situation qualifies as an exception specified in par. 050501.

### **050105. Temporary Lodging Expense (TLE)**

A TLE is an allowance designed to partially reimburse a Service member for the cost of lodging and meals when he or she or a dependent occupies temporary lodging in the continental United States (CONUS) during a PCS move. Use the actual amount, without rounding, when computing TLE allowances.

### **050106. Pet Quarantine Incident to a PCS**

A. Eligibility. A Service member on a PCS order is authorized reimbursement for mandatory pet quarantine fees for household pets. A household pet is a cat or a dog.

B. Allowances. Reimbursement for actual mandatory household pet quarantine fees is authorized, limited to \$550 per PCS move.

C. General Pet Information. Additional information on pet quarantine is found on the [DTMO website](#).

D. Pet Transportation. Transportation for a household pet is not a reimbursable expense, except when transportation is incident to an evacuation from a foreign PDS in accordance with par. 060204.

## **0502 PDT Transportation**

### **050201. Transportation Types Most Advantageous to the Government for PCS Travel**

A. Privately Owned Vehicle (POV). A POV is advantageous for use by a Service member or dependent. However, a Service can restrict POV use within its own regulations and may allow AOs to include these restrictions on PCS orders. An AO cannot restrict a Service member or dependent from using a POV on a PCS move unless a Service regulation contains the restriction. See par. 050203, when transoceanic travel is involved.

B. Government Transportation. Government or Government-procured transportation is advantageous for transoceanic travel by a Service member or dependent.

## **050202. Airplane, Train, Ship, and Bus Transportation**

A Service member or dependent must use the Travel Management Center (TMC) for PDT. The standard travel and transportation allowances specified in Chapter 2 apply, unless otherwise indicated in this chapter.

A. Commercial. Reimbursement of personally procured transportation is limited to what the Government would have paid had the Service member or dependent purchased the ticket through the TMC for authorized transportation over a usually traveled and direct route (see “policy-constructed airfare” in Appendix A).

B. Government. An AO may direct a Service member or a dependent to use Government transportation.

1. A Service member or dependent who, for personal reasons, uses a transportation mode other than the mode directed is not reimbursed for transportation costs.

2. The AO must authorize or approve any reimbursement for excess accompanied baggage when a Service member or dependent uses Government transportation .

C. Air Travel Medically Inadvisable. When air travel is medically inadvisable for a family member:

1. The family should not be separated unless the family members agree to be separated, or military necessity requires the Service member to travel separately.

2. Surface transportation by the least costly commercial train or ship passenger accommodations must be used.

3. The provisions directing a Service member to use Government or Government-procured transportation do not apply.

### D. Travel by Oceangoing Car Ferry

1. A Service member or dependent traveling by POV partly by road and partly by car ferry may be authorized transportation allowances. Only a passenger automobile, light truck, or similar vehicle used primarily for personal transportation, regardless of size, may be authorized for passage on the car ferry. The cost of a POV transported on a car ferry with the Service member or dependent does not constitute POV shipment. It is considered a reimbursable transportation expense.

a. MALT is authorized for the official distance from the old PDS to the car ferry port of embarkation and from the car ferry port of debarkation to the new PDS.

b. The traveler is authorized Government-procured ferry transportation, or reimbursement for personal transportation costs on the car ferry—including any part of the costs related to POV movement, limited to the Government-procured ferry transportation cost.

c. If the same POV is used for more than one trip, the MALT and car ferry fees apply for each trip. When a Service member is authorized or approved reimbursement for using more than two POVs, MALT and car ferry fees are authorized for each POV.

2. A U.S. flag car ferry must be used, if available. See par. 020206 for U.S. flag carrier requirements.

3. If POV transportation aboard an oceangoing car ferry at Government expense results in excess transportation costs, these costs are not collected from the Service member.

E. Directed Travel over other than a Usually Traveled Route. When a Service member is ordered to travel over a route involving a higher cost to the Government because the travel order is amended or modified while he or she is en route, then a Service member is authorized allowances over the ordered route.

F. Pet Transportation. When a traveler chooses transportation that is more expensive than the lowest Government-contracted airfare because he or she is transporting a pet, then the traveler is financially responsible for the additional costs.

### **050203. POV**

A Service member or dependent who uses a POV may be authorized [MALT](#). MALT is based on the official distance in par. 020204, when traveling on a PCS order between any of the official points specified in Table 2-2. A rental car used for PCS travel is considered a POV. Use the actual amount, without rounding, when computing MALT. See Chapter 2 for POV use to or from a transportation terminal or PDS, or miscellaneous reimbursable expenses associated with POV transportation.

#### A. Transoceanic Travel

1. POV. An AO may authorize a Service member or dependent to use a POV on a route normally involving transoceanic travel if it is to the Government's advantage.

a. This provision only applies if the POV is used for the entire distance between the official points specified in par. 020205. This applies regardless of whether reimbursement exceeds other transportation modes.

b. If the Service member or dependent does not use a POV for the entire distance as authorized and instead uses mixed-mode transportation, then reimbursement is limited to the actual transportation cost or the policy-constructed POV cost, whichever is less.

2. Privately Owned Boat. A Service member or dependent who travels by privately owned boat may be reimbursed for either the policy-constructed airfare or the actual cost for fuel, oil, and docking fees, whichever is less.

#### B. Multiple Travelers

1. Passengers in a POV. When more than one traveler on official orders uses the same POV, only one traveler may receive reimbursement for MALT and POV-related reimbursable expenses. All other travelers in the same vehicle are considered passengers and receive no transportation reimbursement. [Computation Example](#).

2. Use of More than One POV. A Service member authorized travel for a dependent can be reimbursed when they use two POVs. More than two POVs used for PDT within the same household

may be authorized or approved through the Secretarial Process.

<b>Table 5-1. Use of More than One POV</b>	
<b>If...</b>	<b>Then...</b>
a Service member and dependent relocate on a PCS move and use two POVs,	reimbursement is authorized for each vehicle to include car ferry fees for each POV.
a Service member does not use a POV and the dependents use two POVs, more than two POVs are authorized,	reimbursement is authorized for each vehicle.
the same POV is used to transport the Service member or dependent for more than one trip between the old PDS and new PDS,	reimbursement is authorized for each official trip.
more than two licensed drivers are in the family, the family has more than two POVs, and this is the only reason additional POVs are requested,	reimbursement is authorized for only two POVs.
<b>Examples of When More Than Two POVs Are Routinely Authorized or Approved</b>	
<ul style="list-style-type: none"> <li>• The number of family members, including their luggage, cannot be transported in two vehicles.</li> <li>• A dependent requires special accommodations due to physical conditions or age-related restrictions and two POVs are required for the Service member or dependent.</li> <li>• A Service member must report to the new PDS before the dependents and the delayed travel is for reasons acceptable to the AO, such as school-term completion or personal business-affairs settlement and there are more dependents than can reasonably fit together with luggage in a single POV.</li> <li>• The dependents perform unaccompanied travel between authorized points other than those that the Service member uses, such as travel to a designated place or to the new PDS while the Service member has a TDY en route, and there are more dependents than can reasonably fit together with luggage in a single POV.</li> <li>• The dependents perform unaccompanied travel to the new PDS before the Service member's reporting date for reasons acceptable to the AO, such as to enroll dependents in school at the beginning of the term, and there are more dependents than can reasonably fit together with luggage in a single POV.</li> </ul>	

**050204. Indirect or Circuitous Travel To, From or Between OCONUS Points**

A. Eligibility. A Service member or dependent who performs PCS travel to, from or between OCONUS points over an indirect or circuitous route at personal expense and convenience is authorized travel allowances unless he or she was directed to use Government transportation and did not use it when it was available.

B. Allowances. A Service member may receive the following travel allowances, limited to the amount he or she would have been authorized had travel been via the direct route between the old PDS and new PDS:

1. MALT plus flat per diem (MALT Plus) for land travel performed from the time the Service member or dependent departs the old PDS until the Service member reports to, or the dependent arrives at, the new PDS.
2. Reimbursement for the cost of transoceanic U.S. flag transportation used and per diem.
3. Reimbursement for transoceanic travel on non-U.S. flag transportation as specified in par. 020206.

**050205. Authorized Travel Time**

A. Travel Time Rules. A Service member or dependent is authorized travel time to complete a PDT move. The Department of Defense (DoD) Component determines the authorized arrival and departure date, but the AO computes the authorized travel time using the official distance, the mode of transportation authorized, and the transportation used. The distance from the home, office, or residence to the local transportation terminal is not considered when computing travel time. Compute the maximum authorized travel time for PDT as if travel were performed using a POV.

1. If the ordered travel is 400 or fewer miles between official points and the traveler uses a POV, Government automobile, or rental vehicle, then 1 day of travel is authorized for the official distance.

2. If the distance is greater than 400 miles, then divide by 350 to determine the number of authorized travel days. If the remainder is 51 or more, one additional travel day is allowed. The result determines the maximum number of authorized travel days.

<b>Table 5-2. Authorized Travel Time Rules</b>	
<b>If...</b>	<b>Then...</b>
authorized travel by commercial air,	one day is allowed in the CONUS and within areas outside the CONUS (OCONUS).
the Government purchases commercial air, train, or bus transportation,	the authorized travel time is the actual time needed to travel over the direct route, including necessary delays.
traveling by commercial train,	compute the authorized travel time using the scheduled departure and arrival dates.
a traveler using an airplane, train, or bus chooses to travel by a transportation mode other than the one authorized,	use the actual travel time, limited to the travel time for the authorized mode of transportation.
the time between the departure date and the arrival date (elapsed time) is less than the authorized travel time,	the elapsed time is the basis for the payment.
a Service member is reassigned between activities at the same PDS,	no travel time is allowed.
a PCS order is modified, canceled, or revoked after travel has begun,	travel time is allowed between the same points used to determine the Service member's allowances.
a Service member travels to a local transportation terminal from the home, office, or residence,	this travel is not included in the determination of authorized travel time.
a Service member has a TDY en route,	travel time is the time allowed for the authorized mode of transportation between official points.
the elapsed time is more than the authorized travel time, such as when the traveler takes leave,	
a PCS is a unit move and a Service member is not escorting a dependent,	compute the travel time for the authorized mode of transportation.
a PCS is a unit move and a Service member is on an accompanied tour,	
a PCS is a unit move and a Service member escorts a dependent to or from a designated place while changing duty	compute the Service member's travel time for the authorized mode of transportation to the new PDS. The following legs of the trip are limited to the policy-constructed travel time as

Table 5-2. Authorized Travel Time Rules	
If...	Then...
locations to or from an unaccompanied tour OCONUS,	if the travel had been performed by Government-procured transportation: <ul style="list-style-type: none"> <li>• The return trip after escorting the dependent from the old PDS to the designated place.</li> <li>• The trip from the new PDS in the CONUS to the designated place to retrieve the dependent upon conclusion of the unaccompanied tour OCONUS.</li> </ul>
a POV delivery or pick-up is separate from en route PCS travel,	par. 020302 applies.
the PCS involves two afloat units or an afloat unit and a shore activity,	use the unit's location on the departure date or the planned location at the arrival date to determine travel time. This is subject to correction after the fact if either point changes.
<a href="#">Computation Example</a>	

B. Mixed-Mode Travel. When travel is by mixed-mode transportation, compute the maximum number of days authorized as though a POV was used. Travel between the duty location and local terminal, or between local terminals is not considered. To compute mixed-mode travel time, the following computation applies:

Table 5-3. Computation for Mixed-Mode Travel*	
Steps	Instructions
Step 1	Determine the official distance between the authorized separate legs of the journey in par. 020205. If the distance is 400 or fewer miles, 1 day of travel is allowed. If the distance is greater than 400 miles, then divide by 350 to determine the number of authorized travel days. If the remainder is 51 or more, one additional travel day is allowed. The result determines the maximum number of authorized travel days.
Step 2	Determine the actual number of miles a POV was used between the official points (the distance traveled to a leave point is included). If this is greater than the official distance in Step 1, then the authorized travel is the same as in Step 1 and no further computation is required. If the distance is less than what was allowed in Step 1, then divide by 350. If the excess distance is 51 or more miles, one additional travel day is authorized.
Step 3	Allow 1 day for travel by air, train, or bus transportation.
Step 4	Add Step 2 and Step 3 together, to determine the authorized travel time.
*When computing the authorized travel time, do not include travel while at the leave point, old PDS, new PDS, or TDY location, or when traveling from a leave point and returning to the same leave point.	
<a href="#">Computation Examples without Leave Involved</a>	
<a href="#">Computation Examples with Leave Involved</a>	

C. Transoceanic Travel Time. The actual time required for transoceanic travel by aircraft or ship, over a usually traveled direct route, is authorized. The embarkation or debarkation day at the terminal or port while awaiting transportation is included, regardless of the arrival or departure hour

D. Additional Travel Time. A Service member may request additional travel time for reasons beyond his or her control. The commanding officer may authorize or approve the actual time used or a shorter period than requested. Per diem is payable for any day additional travel time is authorized. The commanding officer may require additional documentation supporting the circumstances.

## 0503 PCS Per Diem

The specified per diem rates apply for all related travel unless otherwise authorized or restricted in the JTR. This includes but is not limited to necessary delays awaiting further transportation, delays at the port of embarkation or port of debarkation, and a TDY en route. Calculate travel time for en route per diem payments using the lesser of either the authorized travel time or the actual travel time. If the travel includes crossing the International Date Line, see par. 020314 and the PCS examples for additional computation guidance. When residence relocation is unnecessary because the PCS is a short distance move, no MALT Plus is authorized unless the Service member is ordered to perform a TDY en route.

### 050301. PCS Per Diem when Traveling by POV

Table 5-4. PCS Per Diem Rules when Traveling by POV (MALT Plus)	
If a Service member uses a POV...	Then...
between authorized points,	MALT Plus at the standard CONUS per diem rate is paid for each authorized travel day. Any Service member traveling on an official PCS order in a POV may receive MALT Plus.
and uses Government quarters or dining facilities while traveling between authorized locations,	there is no impact to the MALT Plus calculation.
and takes leave in connection with a PCS, or has a TDY en route,	MALT Plus is authorized for the allowable travel time between official points of the journey.
on any day that Lodging Plus, as specified in par. 02031, and MALT Plus could both apply, such as the arrival day at a TDY location or point of embarkation,	for that day, apply the rules in par. 020310. The day cannot be considered an authorized travel day for MALT Plus. Although per diem in the situation is paid using the Lodging Plus rules, the transportation is still paid at the MALT rate.

### 050302. PCS Per Diem when Traveling by Airplane, Train, Ship, or Bus

Table 5-5. PCS Per Diem Rules when Traveling by Airplane, Train, Ship, or Bus	
If a Service member travels...	Then...
between authorized points,	follow the calculation rules in par. 020310, for per diem at the destination locality rate paid for official travel time between authorized points.
and takes leave while traveling or there is a TDY en route,	
at the same time as his or her family and Government quarters cannot accommodate them to stay together,	neither the Service member nor his or her family are required to use the Government quarters at points of embarkation and debarkation.
by oceangoing car ferry and is required to spend the night on the car ferry anywhere in the world,	<ul style="list-style-type: none"> <li>● lodging is authorized for required accommodations unless they are included in the car ferry transportation cost.</li> <li>● on the day of arrival on the car ferry—the day of embarkation—and for each day thereafter through the day before the departure day from the car ferry, the meal and incidental expenses rate (M&amp;IE) is computed using the highest M&amp;IE rate in the CONUS.</li> <li>● on the day of departure from the car ferry—the day of</li> </ul>

Table 5-5. PCS Per Diem Rules when Traveling by Airplane, Train, Ship, or Bus	
If a Service member travels...	Then...
	debarkation—compute the M&IE as follows: <ul style="list-style-type: none"> <li>• If travel ends on the debarkation day, then the rate used is the locality per diem rate for the new PDS.</li> <li>• If travel does not end on the debarkation day, the rate used is the locality per diem rate for the Service member's or dependent's location at 2400 on that day. The Service member or dependent is authorized MALT Plus beginning the day after the debarkation day from the car ferry if travel by POV continues on the day after the debarkation day from the car ferry.</li> </ul>
by oceangoing car ferry and is not required to spend the night on the car ferry,	the M&IE rate is MALT Plus while on the car ferry.
by commercial ship and meals are furnished without charge or are part of the accommodations cost	Per diem is not authorized except on embarkation and debarkation days. On those days, the locality per diem rate for the port of embarkation or port of debarkation, as appropriate, applies.

### 050303. PCS Per Diem for Dependents

A. Per Diem Rates. When dependent travel is authorized, per diem is payable for travel directly from the old PDS to the new PDS (see Table 5-6).

**Note:** PCS allowances are not authorized for dependent travel to, from, or while at an en route TDY location.

Table 5-6. Per Diem Rates for Authorized Dependents Traveling on a PCS Order		
Conditions	12 Years of Age* and Older	Less Than 12 Years of Age
Dependent Travels with the Service Member	Per diem is calculated at 75% of the per diem the Service member receives for direct travel between the old and new PDS and authorized delay points.	Per diem is calculated at 50% of the per diem the Service member receives for direct travel between the old and new PDS and authorized delay points.
1 Dependent Travels Separately from the Service Member	100% of what the Service member would have received.	
2 or More Dependents Travel Separately from the Service Member**	Per diem is calculated at 100% for the first dependent and 75% for each of the remaining dependents traveling with the first dependent.	Per diem is calculated at 50% for each dependent traveling with the first dependent for direct travel between the old and new PDS.
*See Table 5-7 for the effect of the dependent's age on per diem.		
**Dependents use different routes or travel at different times.		
<a href="#">Computation Example</a>		

B. Dependent Age and Eligibility. Eligibility for dependent travel and transportation allowances is based on whether the individual is a dependent on the effective date of the PCS order. If an individual is not a dependent when travel begins, then there is no authorization for travel and transportation

allowances at Government expense unless specifically authorized within the JTR. The timing of when a dependent child reaches 12 years of age impacts the per diem rate paid. Table 5-7 specifies how to determine the dependent's age for payment of travel and transportation allowances.

<b>Table 5-7. Effect of Dependent Age Changes on Allowances</b>	
<b>If...</b>	<b>Then...</b>
dependent travel begins 60 or fewer days after the PCS order's effective date,	travel and transportation allowances are based on the dependent's age on the date travel begins.
dependent travel begins more than 60 days after the PCS order's effective date,	travel and transportation allowances are based on the dependent's age on the 60th day.
dependent travel begins on or before the PCS order's effective date and ends after the PCS order's effective date,	per diem is based on the dependent's age on the effective date of the PCS order.
dependent travel ends before the PCS order's effective date,	per diem is based on the dependent's age on the date travel ends.
the Service member is performing a PCS to a location OCONUS and dependent travel is delayed,	travel and transportation allowances to a designated location are determined as specified in Rows 1-4 of this chart.
the dependent traveled to a designated location awaiting authorization to travel to the PDS OCONUS,	authorized travel and transportation allowances to the PDS OCONUS from the designated location are based on the dependent's age at the time of travel.
a dependent is authorized to travel to, from, or between locations OCONUS,	travel and transportation allowances are determined separately for each leg of the journey.
a dependent travels from the old PDS to the aerial or water port of embarkation,	travel and transportation allowances are as specified in Rows 1-6 of this chart.
a dependent travels from the aerial or water port of embarkation to the port of debarkation,	travel and transportation allowances are based on the dependent's age on the embarkation date.
a dependent travels from the aerial or water port of debarkation to the destination,	travel and transportation allowances are based on the dependent's age on the date travel begins from the port of debarkation, provided there is no undue delay for personal reasons. A Service member is liable for costs associated with an undue delay for personal reasons.
a Service member performs a TDY en route in connection with the PCS, and the dependent travel is authorized but the dependent delays travel until the TDY is completed,	travel and transportation allowances are based on the dependent's age on the date travel actually begins. When travel begins 60 or more days after the TDY ends, then travel and transportation allowances are based on the dependent's age on the 60th day after TDY completion
a Service member performs a TDY en route in connection with a dependent-restricted PCS tour, and the dependent does not travel to a designated location until the TDY ends,	travel and transportation allowances are based on the dependent's age on the date travel actually begins. When travel begins 60 or more days after the PCS order's effective date, then allowances are based on the dependent's age on the 60th day after the PCS order's effective date.

C. 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.

## 0504 Standard Dependent Travel Allowances

### 050401. Time Limit

A Service member's authority for dependent travel and transportation allowances may be used while the PCS order remains in effect, before receipt of a new PCS order to another PDS, unless specifically restricted in the JTR. This includes receipt of a home port change announcement. However, dependent travel must be because of the Service member's PCS and not for personal reasons.

### 050402. Funds Advance and When Transportation Documents or Funds are Lost or Stolen

A. Funds Advance. A Service member authorized dependent travel and transportation allowances may receive an advance of funds for the allowances. A Service member authorized dependent transportation in connection with a separation or relief from active duty may be advanced an amount equal to 75% of the MALT. However, if a Service member fails to complete at least 90% of the initial active duty obligation and is separated from the Service or relieved from active duty under Section 0510, the advance is limited to 75% of the amount for the least costly available transportation mode. A Service member authorized dependent travel and transportation upon retirement is authorized a funds advance.

B. Transportation Documents or Funds are Lost or Stolen. A dependent traveling on a PCS order at Government expense who is stranded en route because documents or funds needed to purchase authorized transportation were lost or stolen may be furnished transportation-procurement documents in accordance with Service regulations.

### 050403. Dependent Travel before an Order is Issued

This paragraph does not apply to travel for an early return of a dependent, for evacuation travel, or for travel under Section 0508.

A. General. Ordinarily, travel that occurs before an order is issued is at personal expense and no reimbursement is authorized. However, a Service member is authorized dependent travel and transportation allowances for dependent travel that occurs before a PCS order is issued but after the Service member has been advised that such an order would be issued. The Service member must be otherwise eligible for dependent travel and transportation allowances.

B. Conditions. General information provided to the Service member concerning order issuance before the determination is made to actually issue the order (such as time of eventual release from active duty, when the service-term expires, retirement eligibility date, or expected rotation date) is not advice that an order will be issued. Any travel voucher for travel occurring before a PCS order is issued must be supported by a statement from the PCS AO or designated representative, that the Service member was advised that the order would be issued, and must cite this paragraph as authority for payment. Transportation must not be provided before a PCS order is issued.

### 050404. Deferred Dependent Travel

If a Service member chooses not to move a dependent when he or she is authorized to do so, the dependent travel and transportation allowances for an eligible dependent are payable during a subsequent

PCS, as indicated below.

1. The allowance is for the actual travel to the new PDS. However, the allowance is limited to the greater of the distances from one of the following locations to the new PDS:

a. Home of record (HOR) or place where last entered or called to active duty (PLEAD), unless the dependent was moved to the HOR or PLEAD in connection with a move to a non-PDS location.

b. Designated place.

c. PDS from which the Service member elected not to move the dependent.

d. Last PDS.

2. Any interim PCSs for which the Service member did not claim dependent travel and transportation allowances are ignored.

**050405. When Dependent Travel and Transportation Allowances are not Payable**

A. No Allowances Authorized. Table 5-8 contains three columns specifying the situations when dependent travel and transportation is not authorized. Reasons related to travel OCONUS are contained in Section 0508. Dependent travel and transportation allowances are not authorized in the following circumstances or as specified in Table 5-8:

1. Between points otherwise authorized in Section 0504 to a place where 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 Service member while at school is the Service member's PDS, or the designated place of the Service member's other dependents if they are not authorized to reside with the Service member.

2. For transoceanic land transportation or land transportation OCONUS when the Service member is without dependents, as defined in Chapter 9, unless a Service member is assigned to a COT and is to serve an accompanied tour at the new PDS.

3. To a PDS OCONUS when a Service member's unexpired term of service is less than the specified tour, unless he or she voluntarily extends the term of service to permit completion of the specified tour or the Secretary concerned grants an exception to the normal tour on an individual case basis.

4. To a TDY location when a Service member is assigned to an indeterminate TDY (ITDY).

<b>Table 5-8. Dependent Travel and Transportation Allowances Are not Authorized</b>	
<b>Traveler</b>	<b>Not Authorized Dependent Travel and Transportation Allowances</b>
<b>Service Member</b>	<ul style="list-style-type: none"> <li>● A cadet or midshipman.</li> <li>● Assigned to a school or installation as a student, if the course of instruction is less than 20 weeks (except as in Section 0322).</li> <li>● A Reserve Component (RC) enlisted member called or ordered to initial active duty for training for less than 6 months.</li> </ul>

<b>Table 5-8. Dependent Travel and Transportation Allowances Are not Authorized</b>	
<b>Traveler</b>	<b>Not Authorized Dependent Travel and Transportation Allowances</b>
	<ul style="list-style-type: none"> <li>● Called or ordered to active duty for training for:                             <ul style="list-style-type: none"> <li>● 139 or fewer days when the active duty for training period intended in an order is for 139 days or less, except as in Section 0322.</li> <li>● 140 or more days when the active duty is at more than one location, but less than 140 days, except as in Section 0322, at any one location.</li> </ul> </li> <li>● Called to active duty for reasons other than training for:                             <ul style="list-style-type: none"> <li>● 180 or fewer days.</li> <li>● 181 or more days when the active duty is at more than one location, but 180 or fewer days at any one location.</li> <li>● 181 or more days at one location, but authorized per diem as specified in Section 0303.</li> </ul> </li> <li>● Absent Without Leave.</li> <li>● A Deserter or Straggler.</li> <li>● Dropped or dismissed.</li> <li>● Transferred as a prisoner to a detention facility.</li> <li>● Transferred to a different location to await trial by court-martial.</li> <li>● In confinement, except as in par. 050804.</li> </ul>
<b>Dependent</b>	<ul style="list-style-type: none"> <li>● Is a Service member on active duty, on the PCS order's effective date (see Section 0509 for travel and transportation allowances after the spouse is no longer on active duty).</li> <li>● Is not a dependent, except as in par. 050409, on the PCS order's effective date. Allowances when a spouse separates or retires from the Service after the Service member's PCS order's effective date and when a dependent's travel and transportation is due to an IPCOT are unaffected. Receives any other Government-funded travel and transportation allowances for this travel.</li> <li>● Is a Service member's or spouse's parent, stepparent, or person in loco parentis, who does not reside in the Service member's household, unless otherwise authorized or approved through the Secretarial Process. The exception to this is for a dependent listed in this table who was transported at Government expense to a PDS OCONUS as an eligible dependent, but who no longer qualifies as a dependent and is returned to the CONUS at Government expense.</li> <li>● Is a dependent child who is not in the Service member's legal custody and not under his or her control on the PCS order's effective date. See Section 0511 for travel authorization when legal custody or control changes after the PCS order's effective date.</li> </ul>

**B. Only Per Diem Authorized**

1. Per diem is payable for any part of a journey that a U.S. flag air carrier or ship is available, but a dependent uses foreign flag transportation.

2. Per diem is payable when dependent transportation is made available (whether used or not) by a foreign Government, at no cost to the United States or the Service member, under a contract or agreement with the United States.

**050406. Service Member Attains Eligibility for Dependent Travel**

A Service member, ineligible for dependent travel and transportation allowances to a new PDS under

Table 5-8, who later attains eligibility, is authorized dependent travel and transportation allowances on the next qualifying PCS, as specified in this paragraph.

<b>Table 5-9. Allowances for a Service Member Who Attains Eligibility for Dependent Travel</b>		
<b>If a Service member is on active duty at a...</b>	<b>And...</b>	<b>Then...</b>
location in the CONUS to which dependent travel is authorized	attains eligibility for dependent travel and transportation allowances while at that location,	the Service member is authorized dependent travel and transportation allowances on the Service member's next qualifying PCS in or to the CONUS. Unless otherwise specified in the JTR, travel is authorized from the dependent's location on the date the PCS order was received, limited to travel from the PDS where the Service member attained eligibility to the new PDS or to another authorized location.
location OCONUS to which dependent travel is authorized	attains eligibility for dependent travel and transportation allowances while at that location and the dependent is command-sponsored,	the Service member is authorized travel and transportation allowances for the dependent's travel on the Service member's next PCS OCONUS if the Service member has at least 12 months remaining on the tour OCONUS at that location after the dependent is scheduled to arrive, unless otherwise exempted. Travel authorization is from the dependent's location on the PCS order receipt date, limited to the authorization for travel from the PDS where the Service member attained eligibility to the new PDS or to another authorized location.
	attains eligibility for dependent travel and transportation allowances while at that location and the dependent is not command-sponsored,	the Service member is not authorized travel and transportation allowances for the dependent's travel on the Service member's next PCS OCONUS, until the dependent obtains command-sponsorship.
dependent-restricted tour area	the Service member becomes eligible for travel and transportation allowances while at that location,	the Service member is authorized travel and transportation allowances for the dependent only upon a PCS to a PDS where dependent travel and transportation is authorized. If the new PDS is OCONUS, the dependent must be command-sponsored before the AO authorizes allowances to the new PDS. Travel is authorized from the dependent's location on the date the PCS order was received to the new PDS or to another authorized location. This is limited to the travel to the new PDS from the location where the dependent remained, or moved to at personal expense, when the Service member was transferred to the dependent-restricted tour area.

### **050407. Dependent Temporarily Absent from the Old PDS, Designated Place, or Safe Haven when a PCS Order Is Received**

The Service member is authorized dependent travel and transportation allowances from the old PDS, designated place, or safe haven to the new PDS, if the dependent returns to the old PDS, designated place, or safe haven and travels from there to the new PDS ([B-195643, April 24, 1980](#)).

### **050408. Travel and Transportation Involving Locations Other Than the Old or New PDS**

This paragraph does not apply to travel to or from a designated place. For this paragraph, the place where the dependent resides and from which the Service member commutes daily to the PDS is treated as his or her PDS location. A Service member in receipt of a PCS order is authorized dependent travel and transportation allowances from the place where the dependent resides to the new PDS, or from the old PDS to the new place where the dependent will reside, limited to the authorization from the old to the new PDS.

### **050409. Spouse Separates or Retires from the Service after the Effective Date of a Service Member's PCS Order**

When a Service member married to a Service member travels on a PCS order and his or her spouse separates or retires from the Service after the PCS order's effective date, he or she is authorized dependent PCS travel and transportation allowances for that spouse. This is limited to the cost for travel from the separated or retired spouse's last PDS to the Service member's PDS on that PCS order.

### **050410. Escort for a Dependent**

A. Eligibility. Escort travel is authorized only when the AO determines that dependent travel is necessary and that the dependent is incapable of traveling alone due to age, physical or mental incapacity, or other extraordinary circumstance. The Service member's AO or commanding officer may appoint an escort for the dependent. An escort for a dependent may be authorized for any of the following reasons:

1. The Service member cannot accompany a dependent. A dependent is authorized an escort within the 1-year period after the Service member dies, is declared missing, is injured, or is otherwise unable to accompany the dependent. A Service member, civilian employee, or another person may serve as an escort.

2. Concurrent dependent travel to the new PDS is not permitted by the Secretary concerned for a sole parent or a Service member married to another Service member. Round-trip travel and transportation is authorized for a Service member who serves as an escort for the dependent, once command-sponsorship is granted. If Government transportation is not available, then transportation as specified in Section 0502, is authorized. The following Service members may serve as an escort for the dependent:

- a. A Service member who is a sole parent, but not another person.
- b. A Service member married to another Service member, but not both.

B. Escort Allowances.. A Service member escort under this paragraph is authorized round-trip

TDY travel and transportation allowances as specified in Chapter 2. A civilian employee escort, under this paragraph, is authorized the TDY travel and transportation allowances in regulations issued by the Agency or Department that is funding the travel. A person other than a Service member or civilian employee, designated to travel as an escort for a dependent, is issued an ITA (see Section 0305). This individual is authorized the same transportation and travel allowances as a civilian employee on TDY as specified in Chapter 2.

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**Note:** See par. 050804 for an escort associated with an early return of a dependent.

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### **050411. Dependent Joins or Accompanies the Service Member during TDY En Route**

A. Basic Allowance. When a dependent accompanies or joins a Service member performing TDY en route between two PDSs, the dependent's travel and transportation allowances are as specified in this paragraph. The Service member's travel time and the amount of per diem paid for the Service member's PCS travel are not used in computing the per diem for dependent PCS travel. Compute travel time as specified in par. 050205. No per diem is authorized for the dependent while at the TDY location. The Service member is authorized PCS allowances for the actual dependent travel performed limited to the greater of the following:

1. MALT for the official distance between authorized points as if the dependent had traveled separately, plus a per diem for the constructed travel time between the authorized points.
2. What it would have cost if Government-procured transportation had been used for travel between authorized points, plus a per diem as in Chapter 2 for the time required for travel between authorized points. If Government-procured transportation is used, then subtract the Government-procured transportation cost from the allowances.

B. Dependent Travels with the Service Member in the Same POV. The MALT rate applies for the official distance from the old PDS to the TDY location and then to the new PDS. No additional MALT is authorized for the dependent travel. The per diem rate in par. 050303, applies when the dependent travels with the Service member for the allowable travel time for that leg of the journey.

C. Dependent Travels in a Separate POV. The MALT rate applies for the Service member's travel from the old PDS to the TDY location and then to the new PDS. The Service member also is paid the MALT rate for the dependent's direct travel from the old PDS to the new PDS. The per diem rate in par. 050303, applies when the dependent travels separately from the Service member for the allowable travel time for that leg of the journey.

### **0505 Dislocation Allowance (DLA)**

The purpose of DLA is to partially reimburse a Service member for the expenses incurred while relocating his or her household under the circumstances specified in this section. This section includes rules when the Service member is considered to be with or without a dependent or is married to another Service member. It also includes situations when a secondary [DLA or partial DLA](#) is warranted. DLA may be paid in advance.

### 050501. Fiscal-Year Limitations

A. Eligibility. A Service member who is eligible for a DLA, with or without a dependent, must follow the fiscal-year requirements specified below.

B. Allowances. A Service member is authorized only one DLA payment during a fiscal year unless one of the following occurs ([37 USC §477](#)):

1. Payment is made for partial DLA.
2. The Secretary concerned determines that the Service's requirements warrant more than one PCS during the current fiscal year. The authority listed in Table 5-10, may authorize additional DLA payments.

<b>Table 5-10. Authority for Exceptions to Fiscal Year Limitations</b>	
<b>Service or Agency</b>	<b>Service Secretary's Delegated Authority</b>
USA, USN, USAF	No lower than a General or flag officer at the headquarters level who directs assignments.
USMC	No lower than an O-6 at the headquarters level who directs assignments.
USCG	To the Commander of the USCG Personnel Service Center.
NOAA Corps	To the Director of the NOAA.

3. The Service member is on a PCS to, from, or between a course conducted, controlled, and managed by one or more of the Services.

4. The eligible dependent is relocated to a designated place due to an evacuation.
5. The Service member's household is moved due to a national emergency or in time of war.
6. The Service member or a dependent is moved under any of the following circumstances:
  - a. PCS order is amended, modified, canceled, or revoked .
  - b. Service member is reported as dead or absent for 30 or more days and in a missing status.
  - c. Early return of dependents.
7. The household is moved due to a base realignment and closure (BRAC).
8. The Service member is ordered to a unit undergoing a change of home port for commissioning, outfitting, or overhaul, or because a shore unit is undergoing a change in PDS.
9. A Service member's dependent relocates due to the Service member being assigned to ITDY.

C. Determining Fiscal-Year Eligibility

1. To determine the fiscal year in which DLA authority occurs, use the Service member's

departure or detachment date from the old PDS in accordance with the PCS order.

2. Exclude PCS moves in the same fiscal year for which a DLA was not authorized when determining if the fiscal-year limit applies to a DLA payment.

3. Except under the conditions in pars. 050501.B3, 050501.B6, and 050501.C2, all PCS moves, including those approved by the Secretary concerned, are counted to determine if the statutory limitation applies.

### **050502. Service Member with or without a Dependent**

The amount payable for a DLA is usually based on whether the Service member has a dependent. The allowances in this paragraph apply regardless of if the Service member has a dependent. A Service member may be eligible for DLA in any of the following circumstances:

A. Short-Distance Move. The Service member is authorized a short-distance HHG move at Government expense:

1. From a private-sector residence to another private-sector residence, for the Government's convenience, when proper authority directs the Service member to vacate local housing because the residence does not meet the Service's health and sanitation standards. This does not apply to moves to or from privatized housing.

2. Due to a PCS to a new PDS that is in proximity to the old PDS or when reassigned between activities at the same PDS ([42 Comp. Gen. 460 \(1963\)](#)).

B. PCS Order Due to A Change in Service. A Service member is separated or relieved from active duty from one Service to continue on active duty in another Service without a break in service under the authority of [10 USC §716](#), or any similar statutory provision is eligible for a DLA when the household move is due to a PCS order resulting from a change of Service. The service performed after such separation is a continuation of the prior period of service.

### **050503. Service Member with a Dependent**

For DLA purposes, a Service member with a dependent is one who, on the effective date of a PCS or ITDY order, has a dependent who is authorized transportation under that order. If the spouse is a dependent on the effective date of the order, the Service member is a Service member with a dependent even if the spouse received travel allowances upon separation from the Service as a former Service member.

A. Eligibility. A Service member with a dependent is authorized a DLA when:

1. The dependent relocates in connection with a PCS.

2. The dependent relocates in connection with an official alert notification before the Service member receives a PCS order to a PDS OCONUS where dependent travel is not authorized. The Service member becomes eligible for the DLA once the PCS is completed.

3. The Service member performs a PCS between PDSs not in proximity to each other, or relocates due to an ITDY order, but the dependent makes a proximity move based on the PCS order or

ITDY order. For the Service member to be eligible for a DLA, he or she must provide one of the following:

a. A statement that the household move was necessary as a direct result of the PCS or ITDY from the new PDS commanding officer or from that commanding officer's designated representative. The designated representative cannot re-delegate this authority.

b. A statement that the move was necessary as a direct result of the PCS or ITDY when the PCS is to or from a dependent-restricted tour. In this case, the commander's statement is not required and the Service member's statement must be accepted.

4. A dependent moves because a Service member is reported as dead or absent for 30 or more days in a missing status.

5. One or more dependents returns early from a PDS OCONUS at Government expense. The Service member is authorized a DLA either the day the first dependent arrives at the permanent residence location or the day all of the dependents have departed the PDS overseas, whichever event occurs later. The Service member is ineligible for a DLA if the dependent is authorized to return to the Service member's PDS OCONUS.

6. The dependent makes an authorized move to or from a PDS OCONUS in connection with a tour change from accompanied to unaccompanied, or from unaccompanied to accompanied, at the same PDS OCONUS after the initial tour of duty completion.

7. A dependent completes travel to or from a designated place due to a PCS order or an evacuation order. When a dependent completes travel to a designated location due to a PCS order, no other DLA is payable for that PCS unless the Service member's tour changes after the initial tour of duty completion and a dependent travels.

8. The Service member is ordered to move due to a BRAC Commission action and, as a result, the dependent moves.

9. A dependent moves in connection with an ITDY order.

10. The Service member relocates the household when he or she transfers from OCONUS, or inside the CONUS, to a hospital in the CONUS for observation and treatment. A statement of prolonged hospitalization is required from the receiving hospital's commanding officer when the Service member transfers to a hospital in the CONUS from inside the CONUS.

B. Allowances. If the dependent moves with the Service member, DLA at the with-dependent rate is paid. When a dependent is authorized to travel, but does not move with the Service member, DLA at the without-dependent rate may be paid, provided Government quarters are not assigned at the new PDS. If the dependent later joins the Service member and travels at Government expense, the difference between the without-dependent rate and the with-dependent rate may be paid.

## **050504. Service Member Considered to be without a Dependent for DLA**

### A. Eligibility

1. A Service member has no dependents.

2. A Service member may be eligible for a DLA and would be considered without a dependent when he or she:

a. Has a dependent who is authorized travel and transportation allowances in connection with a PCS but the dependent does not relocate ([59 Comp. Gen. 376 \(1980\)](#)).

b. Is not authorized travel and transportation allowances for a dependent to relocate either in connection with a PCS or to a new PDS.

B. Allowances. A DLA is authorized when a Service member is:

1. Ordered and moves to a new PDS where Government quarters are not assigned.

2. Ordered to a new PDS where Government quarters are assigned and occupied upon arrival at the new PDS for 60 days or less. The Service member's commanding officer may authorize or approve extending the 60 days by an additional 60 days for a total of up to 120 days when circumstances warrant.

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**Note:** When calculating the 60 days, exclude days the Service member is deployed or on a TDY.

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3. Ordered to, and actually moves, in connection with a BRAC Commission action of a U.S. installation.

4. Assigned to a two-crew nuclear submarine, not assigned Government quarters, and occupies a private-sector residence for 16 or more days before reporting aboard the ship ([57 Comp. Gen. 178 \(1977\)](#) and [59 Comp. Gen. 221 \(1980\)](#)) upon arrival at the ship's home port or upon arrival at the ship's new home port when the ship's home port is changed.

### **050505. A Service Member Who Has No Dependent**

A Service member who has no dependents is authorized DLA when:

1. Assigned to permanent duty aboard a ship if he or she:

a. Chooses not to occupy assigned shipboard quarters and is above the grade of E-5, or is authorized BAH and is in the grade of E-5 or E-4.

b. Occupies private sector housing ashore.

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**Note:** DLA at the without-dependent rate is payable under this paragraph when the Service member is a Service member with a dependent for housing purposes only because the Service member is paying child support.

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2. He or she is assigned quarters belonging to the United States, or to a housing facility under a Service's jurisdiction, that do not meet the DoD minimum adequacy standards, and the Service member above grade E-5 chooses not to occupy the quarters.

**050506. Service Member Married to Another Service Member**

A. Eligibility. A Service member who is married to another Service member may be eligible for a DLA. However, neither Service member is a dependent of the other.

B. Allowances. Table 5-11 specifies the DLA rate to authorized Service members under specific conditions. [Computation Examples](#).

1. DLA is payable for Service members assigned to the same new PDS but living in separate dwellings only if it can be conclusively shown it is necessary to establish separate households for or on behalf of each Service member or for the dependent.

2. A Service member without dependents who is assigned to Government quarters at the new PDS, including a ship, is not authorized a DLA except when both Service members are without dependents and are moving into family-type Government quarters at a new PDS or as specified in pars. 050504-B2, and 050504-B3.

3. Service members married to each other may select the greater allowance.

<b>Table 5-11. DLA for a Service Member Married to a Service Member</b>		
<b>Neither Service Member Has a Dependent</b>		
<b>If...</b>	<b>And...</b>	<b>Then...</b>
neither Service member is assigned to a ship	they occupy the same family-type Government quarters at the new PDS,	the senior Service member is paid a DLA at the without-dependent rate.
both Service members are below Grade E-6, are assigned at the same time to permanent duty aboard a ship, elect not to occupy assigned shipboard quarters	they occupy the same private sector residence or family-type Government quarters ashore at the new PDS,	
the Service members occupied the same dwelling at the old PDS	they occupy the same dwelling at the new PDS,	either Service member is paid a DLA at the without-dependent rate, but not both.*
	they occupy separate dwellings at the new PDS,	each Service member is paid a DLA at the without-dependent rate. Only one DLA is authorized if moving from separate quarters to the same family-type Government quarters.
the Service members occupied separate dwellings at the old PDS	they occupy the same dwelling at the new PDS,	
	they occupy separate dwellings at the new PDS,	
<b>One Service Member Has a Dependent and the Other Has None</b>		
<b>If...</b>	<b>And...</b>	<b>Then...</b>
the Service members occupied the same dwelling at the old PDS	they occupy the same dwelling at the new PDS,	either the Service member with no dependent is paid a DLA at the without-dependent rate, or the Service member with a dependent is paid a DLA at the with-dependent rate, but not both.*
	they occupy separate dwellings at the new PDS,	the Service member who has no dependent is paid a DLA at the

<b>Table 5-11. DLA for a Service Member Married to a Service Member</b>		
<b>Neither Service Member Has a Dependent</b>		
<b>If...</b>	<b>And...</b>	<b>Then...</b>
the Service members occupied separate dwellings at the old PDS	they occupy the same dwelling at the new PDS,	without-dependent rate, and the Service member who has a dependent is paid a DLA at the with-dependent rate.
	they occupy separate dwellings at the new PDS,	
<b>Both Service Members Have Dependents</b>		
<b>If...</b>	<b>And...</b>	<b>Then...</b>
the Service members occupied the same dwelling at the old PDS	they occupy the same dwelling at the new PDS,	either Service member is paid a DLA at the with-dependent rate, but not both.*
	they occupy separate dwellings at the new PDS,	
the Service members occupied separate dwellings at the old PDS	they occupy the same dwelling at the new PDS,	each Service member is paid a DLA at the with-dependent rate.**
	they occupy separate dwellings at the new PDS,	
<p>*If married Service members, each on PCS orders, maintain separate households, one establishing a permanent household at the new PDS and the other maintaining one at the old PDS, and they later occupy the same residence at the new PDS, they are both eligible to receive the DLA (<a href="#">B-191742, August 1, 1978</a>, and <a href="#">DOHA Case 96110801, June 26, 1997</a>). A Service member eligible for the without-dependent rate receives a DLA at that rate.</p> <p>**Payable only if it can only be conclusively shown it is necessary to establish separate household for or on behalf of each member or for the dependent.</p>		

**050507. Secondary DLA—Orders Amended, Modified, Canceled, or Revoked**

A. Eligibility. When a PCS order is amended, modified, canceled, or revoked to direct the Service member to return to the PDS from which transferred, the Service member is eligible for a DLA if the Service member or a dependent has moved from the place of residence before the date the order is amended, modified, canceled, or revoked.

1. If a Service member or dependent move from the place of residence due to 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 Service member to return to the old PDS or to go to a different PDS, then a DLA is payable in connection with each move.

2. No more than two DLAs are authorized.

3. Only one DLA is allowable when a dependent is authorized to move to a designated location and travel to a PDS OCONUS was officially delayed by 20 weeks or more.

B. Allowances. DLA for a move from an old PDS to a new location is paid using the primary DLA rate. A second DLA using the rates in the secondary rate table is paid for a move to the location directed in the amended, modified, canceled, or revoked order.

## 050508. Partial DLA

### A. Eligibility

1. A Service member who is ordered to occupy family-type Government quarters or to vacate family-type Government quarters due to privatization, renovation, or any other reason for the Government's convenience, except a PCS, must be paid a partial DLA.

2. Partial DLA is not authorized for a local move from Government quarters upon separation or retirement, from privatized housing to privatized housing, or for any of the following reasons:

- a. A PCS.
- b. A change in family size or bedroom requirements for the Service member's convenience, including promotion.
- c. A Service member voluntarily decides to move. Government-directed moves to and from Government quarters or from Government-controlled quarters may be eligible for a partial DLA.
- d. Pending divorce or family separation.
- e. Service member misconduct.

B. Allowances. A partial DLA is a one-time payment paid at a flat rate of \$733.16 (as of January 1, 2017) for a qualifying event .

## 050509. DLA is not Authorized

DLA is not authorized in connection with a PCS in the following circumstances:

A. From home or PLEAD to the first PDS unless a dependent moves from the Service member's residence to the PDS or a designated place in connection with the PCS. If a Service member does not have a dependent, or if he or she has a dependent but that dependent does not relocate to the new PDS, DLA is not authorized to the first PDS.

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**Note:** When an RC member separates from active duty and is still in the RC, then is issued a new call or order to active duty that is effective more than 24 hours after the RC member last separated from active duty, that new call or order to active duty is considered a first PCS, and that PDS is a first PDS, for travel purposes, including for a DLA.

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B. From last PDS to home or to the PLEAD.

C. From the last PDS in one period of service to the first PDS in another period of service when there was no ordered PCS between those locations.

D. When the Service member does not relocate the household.

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**Note:** Household relocation is not limited to transporting HHG. A Service member may relocate his or her household and not transport HHG or move dependents. When a Service member with

dependents leaves the dependents in place and moves to the new PDS, taking some personal belongings, the Service member has relocated his or her household.

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E. For a Service member who has a dependent, when PCS travel is performed under the following conditions:

1. When the Service member is:
  - a. A cadet or midshipman.
  - b. Assigned to a school or installation as a student, if the course of instruction is less than 20 weeks, except as in par. 03220-A3.
  - c. An enlisted RC member called or ordered to initial active duty for training for less than 6 months.
  - d. Called or ordered to active duty for training for 140 or more days when the active duty is at more than one location, but 139 or fewer days at any one location.
2. When a dependent:
  - a. Is a Service member on active duty on the PCS order effective date.
  - b. Is not a dependent on the PCS order's effective date. This does not affect allowances associated with the spouse retiring or separating from Service after the order's effective date, as specified in Section 0509, or for dependent travel and transportation due to an IPCOT, as specified in Section 0508.
  - c. Travels at personal expense before a PCS order is issued or before official notice is received that a PCS order is to be issued.
  - d. Receives any other Government-funded travel and transportation allowances for the travel being performed.
  - e. Is a Service member's or spouse's parent, stepparent, or person in loco parentis who does not reside in the Service member's household, unless otherwise authorized or approved through the Secretarial Process.
  - f. Is a dependent child who is not under the Service member's legal custody and control on the PCS order's effective date. See par. 051204 when legal custody or control changes after the PCS order's effective date. ([B-131142, June 3, 1957](#)).
  - g. Has transportation made available (whether used or not) by a foreign Government, at no cost to the United States or the Service member, under a contract or agreement with the United States.

F. For local, short-distance moves in accordance with Section 0519, unless otherwise authorized in this Section.

G. For a Selected Reserve member authorized limited PCS allowances from his or her primary residence to the duty location under Section 0511.

## 0506 Temporary Lodging Expense (TLE)

### 050601. TLE for Service Members

A. Eligibility. A Service member on a PCS living in temporary lodging in the vicinity of the old or new PCS location, home of record, initial technical school, or a designated place may be eligible for a TLE allowance for lodging and meal expenses. The lodgings occupied must be a temporary residence, not a permanent one. TLE is an allowance intended to partially pay a Service member for lodging and meal expenses incurred while occupying temporary lodging in the CONUS upon a PCS. TLE may not cover all of the lodging and meal expenses incurred. Table 5-12 lists eligibility criteria for TLE and some of the situations when a Service member would be ineligible.

<b>Table 5-12. Eligibility Criteria for the TLE Authorization</b>	
<b>Authorized</b>	<b>Not Authorized</b>
<ul style="list-style-type: none"> <li>● Before leaving the old PDS in the CONUS, designated place.</li> <li>● Upon arrival at the new PDS in the CONUS, designated place, or first PDS.</li> <li>● Before leaving technical school or a Service member's home of record if the Service member is reporting to the first PDS.</li> <li>● While house hunting after completing PCS travel to the new PDS in the CONUS.</li> <li>● For the elapsed time between PDSs when PCS per diem is not payable (see computation example).</li> <li>● When the Service member's PCS order is cancelled or revoked after occupying temporary lodging.</li> <li>● After initial arrival at the PDS in the CONUS and while waiting to be assigned Government lodging.</li> <li>● After initial arrival at the PDS in the CONUS and while finalizing plans for other permanent housing when Government quarters are not available.</li> <li>● For a new dependent who was added to the family before the effective date of the next PCS assignment. TLE can also be authorized in the vicinity of the place where the person became a dependent.</li> <li>● For a move to the Service member's first PDS upon entering active-duty service.</li> </ul>	<ul style="list-style-type: none"> <li>● When leaving active duty.</li> <li>● For a house-hunting trip before the Service member moves to the new PDS.</li> <li>● For any individual that became a dependent after the PCS order's effective date.</li> <li>● For any dependent who returned from OCONUS before issuance of a PCS order.</li> <li>● For any dependent relocating for personal safety.</li> <li>● When ordered to an ITDY location.</li> <li>● If he or she is a Service member of the Selected Reserve and is authorized limited PCS allowances between his or her primary residence and the duty location.</li> <li>● At any location OCONUS.</li> </ul>

B. Allowances. A Service member may be authorized TLE for either 5 or 10 days, depending on whether the new PDS location is in the CONUS. The days may be split between multiple authorized locations and at the Service member's or dependent's discretion. Table 5-13 specifies the number of days a Service member is authorized based on location.

<b>Table 5-13. Authorized TLE Locations and Time Limits</b>	
<b>If a Service member is...</b>	<b>Then TLE is authorized for 5 days...</b>
moving to a PDS OCONUS from a prior PDS in the CONUS,	at the following locations if within the CONUS: <ul style="list-style-type: none"> <li>● Prior PDS.</li> <li>● Designated place.</li> </ul>
reporting to the first PDS OCONUS from a home of record or the initial technical school,	at the following locations if within the CONUS: <ul style="list-style-type: none"> <li>● Home of record.</li> </ul>

<b>Table 5-13. Authorized TLE Locations and Time Limits</b>	
	<ul style="list-style-type: none"> <li>● Initial technical school.</li> <li>● Designated place.</li> </ul>
<b>If a Service member is...</b>	<b>Then TLE is authorized for 10 days...</b>
reporting to a PDS in the CONUS,	at the following locations if within the CONUS: <ul style="list-style-type: none"> <li>● Prior or new PDS.</li> <li>● Designated place.</li> </ul>
reporting to the first PDS in the CONUS from the home of record or initial technical school,	at the following locations if within the CONUS: <ul style="list-style-type: none"> <li>● Home of record.</li> <li>● Initial technical school.</li> <li>● Designated place.</li> <li>● First PDS.</li> </ul>
<a href="#">Computation Examples</a>	

1. TLE may be temporarily increased for up to 60 days for a PCS move to a new PDS in the CONUS if the location was jointly approved by the Service Secretaries because the new PDS in the CONUS is in a Presidentially declared disaster area or is experiencing a sudden increase in the number of Service members assigned there. The Secretaries set the dates when the additional days for TLE are effective.

<b>Table 5-14. TLE Temporarily Increased Locations</b>		
<b>Location</b>	<b>Effective Dates</b>	<b>Number of TLE Days</b>
Traverse City, Michigan	June 12 to September 30, 2017. TLE must be completed before September 30, 2017.	TLE is limited to 60 days.

<b>Table 5-15. TLE Criteria for Increase in Number of Days</b>	
<b>If...</b>	<b>Then...</b>
a PCS move is to an affected location where the TLE days have been temporarily increased,	any TLE days used at the old PDS in the CONUS must be deducted from the maximum number of TLE days allowed at the new PDS.
the Service member or dependent is departing from an extended TLE location,	the increased number of days do not apply.
the Service member arrives before or during the effective dates of the increased TLE authorization period, and terminates temporary lodging within that authorization period,	the Service member is eligible for TLE for the extended time period.
the Service member's temporary lodging begins during the effective dates of the increased TLE authorization period, but terminates after the date the authorization expires,	the Service member is limited to 5 or 10 days of TLE, as applicable.

2. TLE is reimbursed at the locality per diem rate of the PDS, designated place, home of record, or initial technical school where the Service member occupies temporary lodging.

a. Government quarters must be used, if available, before commercial lodging and is subject to the rules outlined in Table 5-16.

<b>Table 5-16. Criteria for TLE for Government Quarters</b>	
<b>If...</b>	<b>Then...</b>
Government quarters are available at the old or new PDS and the Service member chooses to stay in other lodgings,	reimbursement is limited to the Government quarters cost or the locality lodging rate, whichever is lower.
Government quarters are not available,	the Service member must provide proof of non-availability to be reimbursed for commercial lodging by providing one of the following: A non-availability confirmation number provided by the billeting office or by the Service's lodging registration process. The date, phone number, and name of the billeting office's person in charge when reservations for billeting were attempted. A written statement from the Service member certifying that Government quarters were not available.
family-type Government quarters are not occupied because they are under renovation, or HHG has been packed, picked up, and shipped, but not received by the Service member, or HHG has not been shipped from the old PDS,	reimbursement for commercial lodging is authorized.
Government quarters are available in the vicinity of the designated place,	the Service member is not required to use the Government quarters.

b. A Service member and his or her dependent may be reimbursed up to a maximum of \$290 per day and may occupy temporary lodging on the same or different days up to the authorized number of days.

(1) The Service member may elect the days for which TLE is claimed.

(2) If the Service member and his or her dependent claim TLE on different days, then TLE is reimbursed as if the lodging was occupied on the same day.

(3) TLE is calculated based on the locality per diem rates, the number of dependents and their ages, and the actual lodging expenses.

c. The steps to the calculation are on DTMO's website. When determining the daily lodging ceiling and M&IE rate, multiply the percentage in Table 5-17 by the applicable locality per diem rate.

<b>Table 5-17. Daily Lodging Ceiling and M&amp;IE Rate Percentages for TLE</b>	
<b>Number of Eligible Persons Occupying Temporary Quarters</b>	<b>Percentage Rate Applicable</b>
Service member or one dependent	65
Service member and one dependent, or two dependents only	100
For each additional dependent 12 years of age or older	35
For each additional dependent younger than 12 years of age	25

(1) For Service members married to each other, each spouse begins with 65%. Each

dependent then increases the percentage for the Service member claiming that dependent. Both Service members cannot claim the same dependent for TLE on the same days. Each member may be reimbursed up to \$290 per day.

(2) For a Service member with multiple dependents occupying the same temporary lodging, add each dependent starting with the oldest dependent to get the correct percentage rate. A Service member with two dependents, one over 12 and one under 12 is 125%.

(3) When a Service member or dependent stay with friends or relatives, no lodging reimbursement is authorized. The TLE meal portion is payable.

### **050602. Advance of TLE**

An advance may be paid for the average number of days that TLE is paid in connection with a PCS to a PDS. The average number of days that TLE is paid is determined through the Secretarial Process. If the new PDS is in the CONUS, the advance is limited to the maximum amount for 10 days. If the new PDS is in OCONUS, the advance is limited to the maximum amount for 5 days.

## CHAPTER 5: PERMANENT DUTY TRAVEL (PDT)

### SUBCHAPTER 1: SERVICE MEMBERS

#### PART B: CATEGORIES OF PDT

Part B includes major categories of travel for a permanent change of station (PCS), including accession and training travel, moves outside the continental United States (OCONUS), home port and retirement and separation. The standard travel and transportation rules specified in Chapter 5, Part A apply, unless otherwise specified in this chapter.

#### 0507 Accession and Training Travel

##### 050701. Entering Active Duty

A. Eligibility. A Service member may be eligible for travel allowances when he or she enters active duty from civilian life or from a non-active-duty status under the circumstances below:

1. When he or she travels from his or her primary residence, home, or place from which called or ordered to active duty (PLEAD) to the first permanent duty station (PDS), upon appointment or re-appointment—including reinstatement—to regular Service from civilian life, or from a Reserve Component (RC).

2. An RC member is called or ordered to active duty, including duty for training, for 20 or more weeks at one location, and travels from his or her primary residence, home, or PLEAD to the first PDS under that call or order to active duty.

a. When an RC member separates from active duty, is still in the RC, and is issued a new call or order to active duty that is effective more than 24 hours after that separation, then the new call or order to active duty is an accession for travel allowance purposes.

b. The PCS under the new call or order to active duty is considered a first PCS for travel purposes.

3. When he or she is recalled to active duty from the Fleet Reserve, the Fleet Marine Corps Reserve, or from retirement—including temporary disability retirement—and travels to the first PDS under that recall order.

4. Upon his or her enlistment or induction into the Service, under regular conditions or during emergency, when he or she travels to the first PDS from home, primary residence, or PLEAD.

5. When a newly enlisted Service member is undergoing processing, indoctrination, basic training, or initial active duty for training, or when an RC member is undergoing follow-on technical training or home-station training.

6. When he or she is ordered to active duty and a PDS is not designated in the order.

B. Allowances

1. Transportation

a. Transportation allowances are detailed in Section 0502. A travel order may direct transportation with limited or no reimbursement, or direct a specific transportation mode, for the Service member's transportation to the first duty location upon enlistment, reenlistment, or induction, if Service regulations permit.

b. If Government or Government-procured transportation is used, then the Service member is authorized reimbursement of miscellaneous expenses as specified in Chapter 2.

2. Per Diem

a. Per diem is not authorized before reporting to the first PDS for an enlisted Service member at a location where both Government dining facilities and Government quarters (other than temporary lodging facilities) are available when undergoing any of the following:

- (1) Processing.
- (2) Indoctrination.
- (3) Basic training.
- (4) Follow-on technical training or home-station training for an RC member.
- (5) Instruction in a TDY status when no PDS has been assigned.

b. When a Service member is called to active duty and the order does not designate a PDS after the TDY is completed, no per diem is authorized at the TDY location. However, when a Service member receives an order naming a PDS other than the TDY location, per diem begins from the date he or she receives the order.

c. If a PDS has been assigned, a Service member on a TDY for instruction who has just completed initial technical or specialty training may be authorized per diem through the Secretarial Process.

d. Unless the Service member travels on Government or Government-procured transportation under orders stating limited or no per diem reimbursement, per diem is authorized during travel to, from, or between locations for the following purposes:

- (1) Processing.
- (2) Indoctrination.
- (3) Training.
- (4) Instruction.
- (5) During a delay or processing due to travel to a designated PDS or while awaiting

transportation to the PDS.

e. If the Service member or dependent travels by privately owned vehicle (POV), the per diem specified in Section 0503 applies. If any other mode of transportation is used, the per diem specified in Section 0203 applies.

f. When meal tickets are not available and the Service member must purchase a meal or lodging, reimbursement is authorized for occasional meals and lodging as specified in Chapter 2.

3. Recruit's Civilian Clothing. A recruit is authorized transportation of up to 50 pounds of civilian clothing to the home of record (HOR) when Service regulations require their disposal and after receiving uniform clothing.

C. Additional PCS Allowances for Accession Travel. When a PCS order is issued for a Service member to travel from his or her home, primary residence, or PLEAD to the first PDS, the following allowances are authorized:

1. If the Service member has a dependent on the effective date of the PCS order, then transportation for the dependent is authorized from the dependent's location to the Service member's first PDS. See Section 0502 for specific provisions for transportation. Reimbursement is limited to the cost of traveling from the Service member's home, primary residence, or PLEAD to the first PDS.

2. A household goods (HHG) shipment, storage in transit (SIT), non-temporary storage, and movement of a mobile home, when appropriate, may be authorized. The following allowances may also be authorized when the Service member meets the eligibility criteria:

a. Temporary lodging expense (TLE).

b. A dislocation allowance (DLA).

c. POV storage or shipment.

## **050702. Uniformed Services Applicants and Rejected Applicants**

Travel of a Uniformed Service applicant or rejected applicant is considered PCS travel unless Service regulations specify that this travel follows TDY rules. See Section 0308.

A. Eligibility. An individual who applies to the Uniformed Services, the RC, or for flight training may be eligible for travel allowances. An applicant for flight training may include any of the following:

1. A civilian who applies for an appointment as an aviation cadet.

2. An RC member not on active duty.

3. A Service member in the Senior Reserve Officer Training Corps.

B. Allowances

1. PCS transportation allowances as specified in Sections 0502 and 0503 are authorized for

an applicant or rejected applicant:

a. For flight training, a Uniformed Service, or an RC. The travel allowances are authorized from the applicant's home or the place where the application is made to the place where he or she received a physical examination, qualifying examination, processing, or acceptance into the Service.

b. Who is rejected or who is accepted and ordered to return home to await further orders or a reporting date. The PCS allowances are from the place where the applicant was transported at Government expense to the home or the place at which the application was made.

2. Services may issue regulations that require the applicant to use Government-procured transportation or meal tickets. If the applicant does not use Government-procured transportation or meal tickets, and the AO accepts the applicant's reason for not doing so, then transportation costs are reimbursed at the TDY POV mileage rate for the official distance and costs for personally purchased occasional meals and lodging are reimbursed. If the AO does not accept the applicant's reason for not using required Government-procured transportation or meal tickets, then he or she is not reimbursed.

### **050703. Service Academy Cadets and Midshipmen**

A. Service Member Enters a Service Academy. An active-duty enlisted Service member entering a Service academy is authorized standard PCS allowances from the last PDS to the Service academy. A person other than an enlisted Service member who is entering a Service academy is authorized standard PCS allowances from the home or school to the Service academy.

B. Graduate Ordered to Active Duty. When commissioned and ordered to active duty, a graduate of a Service academy is authorized PCS allowances from the Service academy or home to the new PDS, via any TDY en route locations. PCS allowances are calculated based on the actual distance traveled, limited to what would have been paid based on the official distance from the Service academy or home to the first PDS via any TDY en route locations designated in the travel order.

C. Dependent Travel. The Service member is authorized dependent travel and transportation allowances to the new PDS or designated location, as appropriate. When a Service member gains a dependent after his or her departure or detachment date from a Service academy on an active duty PCS order, but on or before the PCS order's effective date, the Service member is authorized dependent travel and transportation allowances to the new PDS from the HOR, the Service academy, or the place at which the individual becomes a dependent. If the dependent travels to the HOR or Service academy before the active duty PCS order's effective date, then the allowances are from the HOR or Service academy, whichever one the dependent traveled to.

### **050704. Service Member Assigned to a Foreign Service College**

A Service member assigned to a Foreign Service college on a PCS for 20 or more weeks is authorized standard PCS travel and transportation allowances. This includes dependent travel and transportation allowances. The tour-length restrictions contained in Table 5-8, do not apply in this situation.

## **0508 Moves outside of the United States (OCONUS)**

### **050801. Transportation for a PCS OCONUS**

A. Standard Transportation. Unless otherwise directed, a Service member traveling to, from, or between a location OCONUS is authorized the following:

1. Standard PCS allowances from the old PDS, via any TDY locations, to the appropriate aerial or water port of embarkation.
2. Reimbursement for transportation procured at personal expense for the transoceanic travel if Government or Government-provided transportation is unavailable.
3. Standard PCS allowances from the appropriate aerial or water port of debarkation, via any TDY locations, to the new PDS.
4. Standard PCS allowances between official points when there is no transoceanic travel and only land travel is involved.

B. Vehicle Processing Center (VPC). When travel to or from a designated VPC is concurrent with a Service member's en route PCS travel, standard PCS allowances are authorized.

C. Transoceanic Travel. Standard PCS travel and transportation allowances apply for ordered travel between official locations. The Fly America Act provision applies. When computing travel time, the day of embarkation or debarkation at the port, while awaiting transportation, is included in actual time for transoceanic travel, regardless of the embarkation or debarkation hour.

**050802. Escorting a Dependent to or from a Designated Place for an Unaccompanied Tour OCONUS or for a Unit PCS Move**

A Service member may be authorized travel and transportation allowances to escort dependents to or from a designated place when performing a unit PCS move as specified in Table 5-18

<b>Table 5-18. Escorting a Dependent to or from a Designated Place for an Unaccompanied Tour OCONUS or for a Unit PCS Move</b>		
<b>If...</b>	<b>Then...</b>	<b>And...</b>
a Service member is required to travel on a PCS from a PDS in the continental United States (CONUS) to a PDS OCONUS with the unit for an unaccompanied tour,	he or she may escort a dependent from the old PDS to a designated place, and return to the old PDS before departure for the PDS OCONUS	is authorized round-trip PCS allowances between the old PDS and the designated place.*
a Service member is required to travel on a PCS from an unaccompanied tour at a PDS OCONUS to a PDS in the CONUS with the unit,	he or she may escort dependents from the designated place to the new PDS	is authorized round-trip PCS allowances between the new PDS and the designated place.**
*Travel time for return to the PDS is limited to constructed travel time as if the travel had been performed by Government-procured transportation. **Travel time from the new PDS to the designated place is limited to constructed travel time as if the travel had been performed by Government-procured transportation.		

**050803. Attaining or Losing Eligibility for Dependent Travel for PCS OCONUS**

A dependent must be command-sponsored before he or she begins travel for the Service member to be eligible for reimbursement of dependent travel at Government expense to, between, or from a location OCONUS. A Service member must meet the standard eligibility requirements in Section 0504, and have at least 12 months remaining on the tour of duty OCONUS from the arrival date of a dependent at the PDS OCONUS, unless otherwise exempted. Table 5-19 specifies allowances when a traveler no longer qualifies as a dependent. Travelers listed in Table 5-19 must complete travel within 6 months after the Service member completes personal travel from the PDS OCONUS due to a PCS (see par. 051104 if a Service member entitled to basic pay dies while on duty OCONUS).

<b>Table 5-19. Dependent Travel Eligibility for PCS OCONUS</b>	
<b>Qualified Travelers No Longer Dependents</b>	<b>Travel and Transportation Allowances</b>
The following travelers transported OCONUS at Government expense who no longer qualify as dependents: <ul style="list-style-type: none"> <li>• Parent.</li> <li>• Stepparent.</li> <li>• Person in loco parentis.</li> <li>• An unmarried child who turns 21 years old.</li> <li>• An unmarried child who turns 23 years old and loses student status while the Service member is serving OCONUS,</li> </ul>	Allowances are for travel from the PDS OCONUS to one of the following appropriate locations determined through the Secretarial Process: <ul style="list-style-type: none"> <li>• United States or a non-foreign location OCONUS.</li> <li>• The former dependent’s native country if he or she is foreign-born.</li> </ul>

**050804. Early Return of Dependents (ERD)**

This section applies to situations when a command sponsored dependent, who is at a PDS OCONUS, returns to a designated place at Government expense before the Service member receives official notice of a PCS from the PDS OCONUS ([DoDI 1315.18](#)).

A. Reasons for Return. The return must be caused by one of the following:

1. An official situation.
2. A matter of national interest.
3. A personal situation at the PDS OCONUS.
4. Disciplinary action is taken against a Service member stationed OCONUS.

B. Dependent’s Travel Order. A dependent must begin travel before the Service member is issued a new PCS order from the PDS OCONUS, except for travel for disciplinary reasons. The AO must cite the specific reason for the authorization or approval in the dependent’s travel order. For disciplinary action, travel and transportation allowances are limited to the cost from the Service member’s last or former PDS OCONUS or the place to which the dependent was last transported at Government expense, as applicable, to the designated place or, if the dependent is foreign-born, to the dependent’s native country. If the Service member is convicted by court martial and placed on leave involuntarily while awaiting completion of an appellate review, allowances are limited to the cost to the Service member’s home of record or PLEAD.

1. A Service member may return a dependent at personal expense—at Government expense if the Service member serves an in-place consecutive overseas tour (IPCOT)—to the location OCONUS from which the dependent traveled. If that dependent is again command-sponsored, the Service member is authorized dependent travel and transportation allowances from the PDS on the subsequent PCS.

2. The Secretary concerned may delegate authority for ERD travel.

C. Designated Place Location. The dependent may be authorized or approved through the Secretarial Process to travel to a designated place in the CONUS, a non-foreign area OCONUS or, if the dependent is foreign born, to a designated place in the dependent’s native country. The Secretary concerned may authorize a dependent who is a foreign national to return to his or her foreign country origin, even when the Service member is stationed within that country. The Secretary concerned may delegate the authority for travel to a foreign-born dependent’s native country to the headquarters that directs the Service’s dependent transportation policies or procedures. The official authorizing the transportation determines the destination and ensures that a reasonable relationship exists between the destination, conditions, and circumstances when the early return is due to any of the following:

1. A foreign national returning to his or her native country.
2. An official situation, national interest, or a personal situation.
3. Disciplinary action against the Service member stationed OCONUS.

D. Official Situations. Dependent travel and transportation allowances specified in this paragraph are in addition to, and have no effect on, the Service member’s dependent travel allowances on the next PCS order’s effective date. Table 5-20 specifies the eligibility and allowances for ERD associated with official situations.

1. The Secretary concerned may delegate this authority to either of the following:

- a. The headquarters that directs the Service’s dependent transportation policies and procedures for travel to a foreign-born dependent’s native country.
- b. The installation commander, who is an O-5 or higher, or the commanding officer of the unit to which the Service member is assigned, for designated places in the CONUS or in a non-foreign location OCONUS.

**Table 5-20. Early Return of Dependents (ERD) for Official Situations**

<b>If the dependent...</b>	<b>And is involved in an incident that is any of the following:</b>	<b>Then...</b>
is command-sponsored and resides at the Service member’s current PDS OCONUS	<ul style="list-style-type: none"> <li>● embarrassing to the United States,</li> <li>● prejudicial to the command’s order, morale, and discipline,</li> <li>● facilitates conditions in which the dependent’s safety can no longer be ensured due to adverse public feeling in the area or due to force protection</li> </ul>	dependent travel and transportation allowances may be authorized at PCS rates through the Secretarial Process to a designated location.
was command-sponsored at an old PDS OCONUS and remains there while the Service member serves a dependent-restricted tour at another PDS OCONUS		
is a foreign-born dependent who was moved at Government		

<p>expense to the dependent's native country while the Service member serves a dependent-restricted tour at a PDS OCONUS</p>	<p>and antiterrorism considerations,</p> <ul style="list-style-type: none"> <li>● requires the dependent to register as a sex offender under the laws of any jurisdiction,</li> </ul>	
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2. A dependent whose early return was caused by an incident that was an embarrassment to the United States or prejudicial to the command's order, morale, and discipline cannot move again at Government expense until the Service member is ordered on a PCS from the PDS OCONUS or serves an IPCOT.

3. Return travel to the PDS OCONUS is not authorized at Government expense unless the incident requiring the early return was because the dependent's safety could not be ensured due to adverse public feeling in the area or due to force protection and antiterrorism considerations.

4. If the dependent returns to the PDS OCONUS at personal expense, and is then command-sponsored, the Service member is authorized dependent travel and transportation allowances from the PDS OCONUS on the next PCS.

**E. National Interest**

1. Eligibility. A command-sponsored dependent at a location OCONUS may be eligible for travel and transportation allowances when the Secretary concerned or more senior official determines that a dependent must return early for reasons of national interest.

2. Allowances. The major commander, or his or her designated representative, may authorize PCS travel and transportation allowances to a designated place or, if the dependent is foreign-born, to a designated place in the dependent's native country.

a. If the Service member receives a PCS order to a different PDS where dependent travel is authorized, the dependent travel and transportation allowance is from the designated location to the new PDS.

b. If national interests dictated that a dependent not be at the PDS, then a Service member is authorized PCS dependent travel and transportation allowances from the designated place or foreign location to the current PDS when the determining authority decides that the national interest no longer requires the dependent to stay away from the PDS.

**F. Dependent Travel Due to Personal Situations, Including Disciplinary Action when a Service Member Is Stationed OCONUS**. The AO determines that the return is in the Government's best interest and that the issue occurred after arrival at the PDS OCONUS. The appropriate authority determines or agrees that local resources cannot resolve the problem. A Service member who is permanently stationed OCONUS may request through the Secretarial Process travel and transportation allowances for a command-sponsored dependent to a designated place, even if the Service member's PDS remains unchanged. The designated place may be in the CONUS, non-foreign area OCONUS, or the spouses native country if he or she is foreign-born. A command-sponsored dependent of a Service member serving a dependent-restricted tour OCONUS is eligible for travel and transportation allowances if the dependent remained at the Service member's old PDS OCONUS after the Service member's PCS, or the spouse is foreign-born and the dependent moved at Government expense to the spouse's native country.

1. Table 5-21 specifies the authority for ERD travel.

<b>Table 5-21. Delegated Authority for ERD Travel Allowances</b>	
<b>Dependent Traveling...</b>	<b>Authority</b>
<b>to a Location in the CONUS or Non-foreign Location OCONUS</b>	An officer O-5 or higher, or equivalent-grade civilian employee, where the Service member is assigned and who is one of the following: <ul style="list-style-type: none"> <li>● At the activity-commander level.</li> <li>● Support group's commander.</li> <li>● Unit's commanding officer.</li> </ul>
<b>to a Foreign-born Dependent's Native Country</b>	The headquarters that directs the Service's dependent transportation policies or procedures for travel to a foreign-born dependent's native country.
<b>when Disciplinary Actions Are Taken Against Service Member</b>	The officer exercising special or general court martial jurisdiction over the Service member.

2. Table 5-22, specifies the only circumstances when dependent travel and transportation allowances are authorized by this paragraph. ERD must be authorized judiciously as the last resort. If the Service member's situation does not meet the criteria, the request must be denied. A travel order and, when the approving official requests, supporting documentation is required.

a. Except when death, serious illness, or incapacitation of a dependent or for compelling personal reasons, when a dependent travels without an order, no reimbursement for such travel is authorized even though an order is later issued.

b. Recommendations from religious, mental health, financial management, family counseling, or legal agencies should be obtained, if appropriate, to demonstrate the need.

3. Dependent travel and transportation allowances are authorized when disciplinary action, as specified in Table 5-22, is taken against a Service member stationed OCONUS whose dependent resides in the CONUS. These allowances are limited to the cost from the Service member's last or former PDS OCONUS, or the place to which the dependent was last transported at Government expense, as applicable, to the designated place or, if the dependent is foreign born, to the dependent's native country. A reasonable relationship must exist between the conditions and circumstances and the travel destination, which is determined through the Secretarial Process and may be authorized upon request of a dependent or former dependent, if the Service member is not available or has declined to make such a request.

<b>Table 5-22. Dependent Travel Due to Personal Situations, Including Disciplinary Action when a Service Member Is Stationed OCONUS</b>	
<b>When Disciplinary Action is Taken Against a Service Member Who Is...</b>	<b>Other Circumstances Qualifying Dependent Travel Eligibility</b>
<ul style="list-style-type: none"> <li>● sentenced by a court martial to be confined or to receive a punitive discharge (includes a bad conduct discharge, dishonorable discharge, and dismissal).</li> <li>● sentenced to confinement in a foreign or U.S. civil confinement facility.</li> <li>● discharged OCONUS under other than honorable conditions.</li> <li>● returned to the CONUS for discharge under</li> </ul>	<ul style="list-style-type: none"> <li>● There is a death, serious illness, or incapacitation of a dependent ordinarily caring for a Service member's minor dependent that requires, in the opinion of the authorizing or approving authority, that the minor dependent be transported to a place at which proper care may be maintained.</li> <li>● There are compelling personal reasons, such as financial difficulties, marital difficulties,</li> </ul>

<p>other than honorable conditions.</p> <ul style="list-style-type: none"> <li>● returned to the CONUS to serve a sentence of confinement in a civil or military confinement facility.</li> <li>● serving OCONUS and is dropped from the rolls, sent to prison under sentence, or transferred as a prisoner to a place of detention.</li> <li>● serving OCONUS and is transferred to a different ship or location to await trial by court martial as a deserter or straggler.</li> <li>● discharged under other than honorable conditions after surrendering to military authorities in the CONUS following a period of absence without leave from the PDS OCONUS,</li> <li>● convicted by a court martial and placed on leave involuntarily while awaiting completion of an appellate review. A statement of authorization or approval required under this situation must support the transportation procurement documents for allowances, which are limited to the cost to the Service member's HOR or PLEAD.</li> </ul>	<p>unforeseen family problems, death or serious illness of a close relative, or for reasons of a humanitarian or compassionate nature or other situations which have an adverse effect on the Service member's performance of duty, and the best interests of a Service member, or the dependent, or the Government are served by the movement of one or more dependents.*</p> <ul style="list-style-type: none"> <li>● Essential medical treatment is neither available at the Service member's PDS nor readily available in the theater.**</li> <li>● Educational facilities or housing for the dependent is inadequate.***</li> <li>● Conditions in a theater OCONUS are such that, although the evacuation of a dependent is neither warranted nor desired, the Service member is concerned justifiably for the dependent's safety and wellbeing.****</li> <li>● A dependent receives an order from a Selective Service Board to report to the United States for induction into the U.S. Armed Forces.</li> <li>● Acceptable employment opportunities for a dependent child age 18 years or older at the foreign PDS OCONUS are lacking.*****</li> </ul>
<p>*The AO's statement must support the circumstance and must not be used to authorize dependent student transportation to the CONUS to attend school.</p> <p>**The Service 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.</p> <p>***A statement from the AO is required that explains the inadequacy of such educational facilities or housing is due to conditions beyond the Service member's control and that knowledge of those conditions arose after the dependent began to travel to the Service member's PDS OCONUS.</p> <p>****The Combatant Commander (CCDR) must make such determinations considering the recommendation of the major commander in the area for the Service concerned. Determination authority may be delegated to no lower than a General Officer or flag officer in the respective CCDR's headquarters.</p> <p>*****The commanding officer of the activity concerned must determine that the lack of employment opportunity at the PDS and the resulting idleness may likely cause the dependent child to become involved in situations creating embarrassment to the United States that place additional administrative burdens on the commanding officer or have adverse effects on the Service member's performance and that early return is in the best interest of the Service member, or dependent, and the United States.</p>	

G. Escort for Dependent. A Service member who is the sole parent (not another person), or a Service member married to another Service member (not both), may be authorized travel and transportation allowances to escort a dependent for an ERD. Government transportation must be used on a space-required basis as the directed mode, when available. If not available, then allowances are as specified in Chapter 2 for TDY.

**050805. Dependent Travel Due to Divorce or Annulment**

A. Eligibility. A Service member permanently stationed OCONUS whose marriage is

terminated by divorce or annulment may be authorized travel and transportation allowances for a former family member. The former family member must have been a formerly command-sponsored dependent residing with the Service member at the duty location OCONUS. Movement of a former dependent must be in the best interest of the United States, the Service member, and the former dependent concerned.

1. The travel for the former family member must be authorized through the Secretarial Process.
2. The Service member, who was the former sponsor, should request movement of the former family member.
3. If the Service member is unavailable or declines to initiate a request for movement, the former spouse or former family member concerned may initiate the request.

B. Allowances. The official must determine on a case-by-case basis that a reasonable relationship exists between the case's conditions and circumstances, and the requested destination. Travel must originate at or in the vicinity of the Service member's present or former PDS OCONUS and must terminate in the United States, a non-foreign location OCONUS, or in the former dependent's native country. The allowances authorized are payable to the Service member, but may be paid directly to the former spouse when the Service member authorizes direct payment.

1. Transportation. If transportation is not provided by Government or Government-procured means, reimbursement for personally procured commercial transportation and POV travel must follow standard PCS allowances, including applicable per diem.

2. Time Limitation. Travel must be completed within 1 year after the final divorce decree or annulment's effective date or 6 months after the date the Service member completes personal PCS travel from the PDS OCONUS, whichever occurs first.

a. On a case-by-case basis, and only when the delay is not for personal preference, the commanding officer or designated representative at the duty location at or near the dependent or former dependent's location may authorize or approve an extension of the 6-month time limit for up to 6 additional months. Acceptable reasons for an extension include hospitalization, medical problems, and school year completion.

b. If an extension to the 6-month time limit is authorized or approved, travel must be completed within 1 year of the final divorce decree or annulment's effective date or the date the Service member completes personal travel from the PDS OCONUS for a PCS, whichever occurs first.

3. Dependent Returns

a. If a custody agreement changes, or the Service member makes other legal arrangements, and a former family member becomes a dependent of the Service member again, the dependent's return to the Service member's PDS OCONUS may be authorized through the Secretarial Process.

(1) The Service member cannot have received a PCS order, must be otherwise authorized dependent travel and transportation allowances, and must have at least 12 months remaining on the tour at the PDS OCONUS on the dependent's scheduled arrival date.

(2) The dependent must be command-sponsored before travel and his or her return must be for the Government's convenience. Travel and transportation allowances are limited to direct travel from the place to which the former family member was transported at Government expense to the PDS OCONUS along a usually traveled route.

b. If the Service member remarries and a former family member becomes a dependent of the Service member again, the dependent is not authorized to return to the Service member's PDS OCONUS at Government expense. If the Service member returns the former dependent to the PDS OCONUS at personal expense and the former dependent is again command-sponsored, the Service member is authorized dependent travel and transportation allowances from the PDS on a subsequent PCS.

### **050806. Ordered to a PDS OCONUS and Dependents Authorized to Travel**

When a Service member is ordered on a PCS to a PDS OCONUS and dependent travel is authorized, the Service member is authorized the dependent travel and transportation allowances if the dependent actually travels.

A. Dependent Authorized Concurrent Travel with Service Member. When a dependent is authorized concurrent travel to the PDS OCONUS, the Service member is authorized dependent travel allowances from the dependent's location when the Service member receives the PCS order to the PDS OCONUS. Allowances are limited to direct travel from the last place where the dependent was transported at Government expense to the new PDS along a usually traveled route. Government transportation facilities for transoceanic travel should be used when available.

B. Concurrent Dependent Travel Denied with Anticipated Delay of 20 or More Weeks from the Service Member's Port Reporting Month

1. When concurrent dependent travel is denied by a proper authority for 20 or more weeks from the Service member's port reporting month, the Service member is authorized dependent travel and transportation allowances to a designated place in the CONUS or to a designated place in a non-foreign area OCONUS if:

a. The Service member was a legal resident of that state, commonwealth, territory, or possession, before entering on active duty.

b. The Service member's spouse was a legal resident of that location at the time of marriage.

c. The Service member was called to active duty from that location or it is the Service member's HOR.

2. A Service member is authorized dependent travel and transportation allowances from the designated place to the PDS OCONUS if authorized at a later date, provided the dependent is command-sponsored before travel and the Service member has at least 12 months remaining on the tour OCONUS on the date the dependent is scheduled to arrive.

C. Concurrent Dependent Travel Denied with Anticipated Delay of Less than 20 Weeks from Member's Port Reporting Month. When the anticipated dependent travel delay is less than 20 weeks from the Service member's port reporting month, the dependent's total travel and transportation allowances are limited to the allowances from the last place to which transported at Government expense

to the new PDS. Reimbursement for the authorized travel is made after travel to the PDS OCONUS is completed.

D. Service Member Chooses to Serve an Unaccompanied Tour. A Service member who chooses to serve an unaccompanied tour may leave the dependent at the current location or move him or her to either a designated place in the CONUS or a non-foreign area OCONUS. If the move is to a non-foreign area OCONUS, one of the following is required:

1. The Service member was a legal resident of that area before entering active duty.
2. The Service member's spouse was a legal resident of that area at the time of marriage.
3. The Service member was called to active duty from that area.
4. The area is the Service member's HOR.
5. Authorization or approval through the Secretarial Process.

E. Sufficient Time in Service Remains. If the Service member is scheduled to serve an accompanied tour immediately after completing an unaccompanied tour, that location OCONUS may be authorized as a designated place. The Service member must have sufficient time in service remaining to complete the unaccompanied tour and the subsequent accompanied tour. A dependent cannot be moved again at Government expense until a subsequent PCS order is issued or the Service member is selected to serve an IPCOT. A Service member moving a dependent to a designated place may move the dependent to the PDS OCONUS at personal expense. If the dependent is command-sponsored at the PDS OCONUS after arrival, he or she may be moved from that PDS at Government expense when a subsequent PCS order is issued.

F. Reimbursement for Transoceanic Travel. Section 0502 also applies to reimbursement for authorized transoceanic travel performed by a dependent at personal expense.

### **050807. Reassigned OCONUS Due To Base Closure or Similar Action before the Ordered Tour OCONUS Is Completed**

A Service member, accompanied by a command-sponsored dependent, who is involuntarily transferred on a PCS order due to base closure or similar action between PDSs OCONUS, is authorized dependent travel and transportation allowances to the new PDS if dependents are authorized at the new PDS. Dependent travel and transportation allowances are authorized to a designated place if the Service member is ordered on an unaccompanied tour at the new PDS.

A. Subsequent PCS. Upon a subsequent PCS transfer from the new PDS, dependent travel and transportation allowances are authorized, regardless of the length of time served at the Service member's last PDS.

B. Tour-Length Restrictions. If the move is within the same theater, tour-length restrictions do not apply.

### **050808. Dependent Travel and Transportation Due to an Alert Notice**

A Service member of a unit is authorized dependent travel and transportation allowances as

though assigned to a dependent-restricted tour when the unit is officially alerted for movement to a PDS OCONUS to which dependent travel and transportation is not authorized ([45 Comp. Gen. 208 \(1965\)](#)). This applies when the anticipated move is within 90 days after the alert notice. This also applies to a Service member on a PCS order to the unit after the unit has received the alert notice.

A. Service Member Relocates. When a Service member is ordered to a PDS where dependent travel is authorized instead of to the dependent-restricted PDS OCONUS contained in the alert notice, then dependent travel and transportation allowances are authorized from the designated place to the new PDS.

B. Service Member Does not Relocate. If the Service member stays at the alerted PDS, then dependents are authorized return travel to that PDS.

### **050809. Consecutive Overseas Tour (COT)**

A Service member stationed OCONUS who is selected to serve a consecutive overseas tour (COT) is authorized dependent travel and transportation allowances.

<b>Table 5-23. Dependent Allowances when Serving a COT</b>	
<b>Tour Change</b>	<b>Dependent Allowances</b>
<b>Unaccompanied to Unaccompanied</b>	The dependent may be moved from a designated place to another designated place only on a PCS order and if authorized or approved by the Secretary concerned. This authority may not be delegated. The request must show that the dependent's movement is in the Government's best interest.
<b>Unaccompanied to Accompanied</b>	The dependent may be moved from a designated place to the Service member's new PDS if the dependent is command-sponsored prior to travel to the new PDS.
<b>Accompanied to Unaccompanied</b>	When a Service member serves an unaccompanied tour, par. 050806-D or 050814 applies. A Service member may leave a command-sponsored dependent at the old PDS when this location is authorized or approved through the Secretarial Process. Delegation may not be below the Service headquarters that directs the dependent transportation policies or procedures. This location is then a designated place and the Service member may receive station allowances at the with-dependent rate (see par. 9205-A1). A dependent is no longer command-sponsored once the Service member departs on a PCS order.
<b>Accompanied to Accompanied</b>	A dependent may be moved to the new PDS, if he or she was command-sponsored before travel, when a Service member serves an accompanied tour at the new PDS. A Service member assigned to a key billet and choosing to serve without dependents is authorized allowances for dependent travel and transportation to a designated place.

### **050810. Dependent Travel and Transportation for an In-Place COT (IPCOT)**

This paragraph covers authorized dependent travel and transportation allowances for a Service member stationed OCONUS who is selected to serve an IPCOT. An IPCOT is not an extension; it is another full tour.

<b>Table 5-24. Dependent Allowances when Serving an IPCOT</b>	
<b>Tour Change</b>	<b>Dependent Allowances</b>
<b>Unaccompanied to Accompanied</b>	<ul style="list-style-type: none"> <li>● Dependent travel and transportation at Government expense from a designated place to the current PDS where the IPCOT will be served may be authorized or approved if the dependent is command-sponsored before travel to the current PDS.</li> <li>● A Service member who gains a dependent after the PCS order's effective date, but before he or she begins an IPCOT, is authorized dependent travel and transportation allowances to the current PDS where the IPCOT will be served if the dependent is command sponsored before travel to the current PDS. Travel and transportation allowances are authorized from the place where the dependent is located to the current PDS.</li> </ul>
<b>Accompanied to Unaccompanied</b>	<p>A dependent may remain at the current location or may be authorized to move to either a designated place in the CONUS or a non-foreign area OCONUS. If the move is to a non-foreign area OCONUS, one of the following is required:</p> <ul style="list-style-type: none"> <li>● The Service member was a legal resident of that area before entering active duty.</li> <li>● The Service member's spouse was a legal resident of that area at the time of marriage.</li> <li>● The Service member was called to active duty from that area.</li> <li>● The area is the Service member's HOR.</li> <li>● Authorization or approval through the Secretarial Process.</li> </ul>
<b>Accompanied to Accompanied</b>	<p>A Service member who gains a dependent after the PCS order's effective date but before beginning an IPCOT is authorized dependent travel and transportation allowances from the place where the dependent is located to the current PDS where the IPCOT will be served if the dependent is command-sponsored before travel to the current PDS.</p>

### **050811. Consecutive Tours OCONUS for A Service Member with A Non-Command-Sponsored Dependent**

A Service member ordered on a PCS between PDSs OCONUS, who has a non-command-sponsored dependent at or near the old PDS, is authorized dependent travel and transportation allowances if the Service member is to serve an accompanied tour at the new PDS OCONUS. A Service member who was authorized dependent travel and transportation allowances when he or she was assigned to the old PDS OCONUS is authorized actual dependent travel performed, limited to the allowances from where the dependent was last moved at Government expense. A Service member who was not authorized dependent travel and transportation allowances when he or she was assigned to the old PDS OCONUS is limited to the travel and transportation allowances from the point of embarkation in the CONUS serving the old PDS to the new PDS.

### **050812. Consecutive Overseas Tour Leave**

#### **A. Eligibility**

1. When a Service member is selected to serve a COT or an IPCOT, the Service member and his or her dependent may be eligible for COT leave. The Service member and the dependent must meet eligibility requirements to qualify for COT leave, and once qualified, may travel together, or may travel independently on separate trips. Table 5-25 specifies the eligibility requirements. [DoDI 1315.18](#) contains requirements for COT leave, including the specific requirements for a COT when the Service member is

assigned to Alaska or Hawaii.

<b>Table 5-25. Eligibility for COT Leave</b>	
<b>Service Member</b>	<b>Service Member's Dependent*</b>
<p>A Service member must be stationed OCONUS and ordered to one of the following:</p> <ul style="list-style-type: none"> <li>● An IPCOT.</li> <li>● A COT for the designated tour at the new PDS and one of the following applies: <ul style="list-style-type: none"> <li>● One tour is unaccompanied.</li> <li>● Both tours are accompanied and the total time to be served at the PDSs is equal to or greater than the sum of the unaccompanied tour lengths for the PDSs.</li> </ul> </li> </ul>	<p>A dependent must meet all of the following criteria:</p> <ul style="list-style-type: none"> <li>● Be a dependent on the last day of the Service member's first tour at the old PDS OCONUS or is a dependent on the effective date of the PCS order to the new PDS OCONUS.</li> <li>● Be command-sponsored for both tours.</li> <li>● Be located at or in the vicinity of the Service member's old PDS OCONUS. If the dependent has been evacuated from the PDS, then the dependent must have been evacuated from the vicinity of the old PDS OCONUS.</li> <li>● Accompany the Service member during both tours.</li> </ul>
<p>*COT leave travel and transportation allowances are authorized for a command-sponsored dependent born during a COT leave deferral period.</p>	

2. A Service member is in a travel status during direct travel between authorized locations. For other travel for personal convenience, other types of leave, and administrative absence, a Service member's travel status is limited to the constructed travel time that is equal to the time required for direct travel between authorized locations by available transportation. See par. 050205 and DoDI 1327.06, Leave and Liberty Policy and Procedures.

B. Allowances. An eligible Service member for his or her travel, and on behalf of an eligible dependent, is authorized PCS travel and transportation allowances between authorized locations. Transportation and other reimbursable expenses between the Service member's PDS and the authorized air terminal may be reimbursed as local transportation as specified in Chapter 2. [Computation Examples](#).

1. City Pair Program airfares are authorized for use between the authorized locations.
2. Travel between authorized locations is from:
  - a. the old PDS OCONUS to an authorized destination and return to the old PDS OCONUS, if the Service member is serving an IPCOT.
  - b. the old PDS OCONUS to an authorized destination, and then to the new PDS OCONUS.
  - c. the old PDS OCONUS to an authorized destination and returning to the old PDS OCONUS before going to the new PDS OCONUS *only* when the Service member or dependent drives a POV to the new PDS OCONUS.
  - d. the new PDS OCONUS to an authorized destination and return to the new PDS OCONUS when COT leave is deferred.
  - e. the old PDS to a designated place where a dependent is or was located if authorized or

approved through the Secretarial Process.

f. the place where a Service member or dependent is located, if either is temporarily absent from the PDS and begins COT leave from the place away from the PDS, to the authorized destination, and return to the appropriate location—either the old PDS or the new PDS. Travel and transportation is limited to the cost from the old PDS OCONUS to the authorized destination, and then to the new PDS OCONUS.

3. If the Service authorizes or approves the Service member to use a POV for COT leave transportation, a monetary allowance in lieu of transportation (MALT) plus flat per diem (MALT Plus) for a PCS is authorized. If the Service does not authorize the use of a POV for COT leave transportation, and the Service member or dependent uses a POV anyway, then the reimbursement is limited to the policy-constructed airfare.

C. Authorized Destination. The authorized destination is the Service member's HOR. Transportation to any other location is limited to the cost had the Service member or dependent traveled to the HOR.

1. If transportation to a selected alternate location is more expensive than transportation to the HOR, the Service member is financially responsible for the additional cost unless transportation to the more expensive alternate location is authorized or approved through the Secretarial Process.

2. If the Service member or dependent travels to a more expensive alternate location, and that location has not been authorized or approved through the Secretarial Process, then City Pair Program airfares cannot be used for transportation to or from the more expensive alternate location.

D. Scheduling COT Leave Travel.

1. Schedule to take COT leave between the tours OCONUS and in connection with PCS travel, if any.

2. When the Service member's HOR is in the CONUS, COT leave travel may be deferred until after PCS travel is completed only if the deferred travel is authorized or approved as specified in Service regulations.

3. When the Service member's HOR is OCONUS, he or she may elect to defer COT leave travel until after the PCS is completed.

4. When COT leave travel is allowed to be deferred it must be completed before the tour at the new PDS ends, unless the reason travel is deferred is due to duty in a contingency operation. If a dependent takes deferred COT leave, that dependent must have been located in the vicinity of the Service member's old PDS OCONUS while the Service member was at that old PDS. If the COT leave is not taken before the end of the tour, the authority for COT leave expires.

5. When COT leave is deferred due to duty in a contingency operation, the COT leave must occur within 1 year after the contingency operation duty ends.

a. The Service member is authorized COT leave from the new PDS OCONUS to an authorized location. The cost from the new PDS and return is limited to what it would have cost to travel to the HOR from the PDS from which deferred travel could not be taken and return.

b. The Service member cannot combine COT leave with any other leave or travel allowance while on the contingency operation unless the combination is in accordance with Service regulations or unless the Service member specifically requests, and is authorized by the Secretary concerned, to take the deferred COT leave with another leave or travel allowance.

E. Limitations

1. A Service member on a 12-month unaccompanied tour to a FEML location who extends for a consecutive second 12-month tour is eligible for only one funded-leave transportation program. The Service member may take COT leave or FEML, but not both.

2. COT leave must not be used as dependent student travel. That means the student cannot travel from the CONUS to the PDS OCONUS and then return to the CONUS using COT leave allowances.

3. The Service member or dependent cannot use a cruise or tour package for COT leave.

4. COT leave travel and transportation is not authorized if a Service member chooses 15 days of leave and transportation under the SR&R leave program, or either cash or 30 days of leave without funded transportation under the SR&R leave program.

**050813. Dependent Travel and Transportation Due to a Service Member's Tour Extension**

A Service member who is on a tour that is less than the specified tour length at a PDS, and whose tour length is extended due to unusual circumstances and the needs of the Service, may be eligible for dependent travel and transportation allowances. The Service member is authorized dependent travel and transportation allowances only when he or she did not move a dependent to that PDS initially due to the anticipated short time on that assignment. The allowance is from the place where the dependent is located to the current PDS, limited to the cost from the old PDS to the current PDS.

**050814. Dependent-Restricted Tour**

A. Eligibility. A Service member may receive dependent travel and transportation allowances when he or she is reassigned by a PCS order on a dependent-restricted tour.

B. Allowances. A Service member may leave the dependent at the current location or move the dependent from the old PDS, HOR, or PLEAD if it is the Service member's first PCS on active duty, to a designated place in:

1. The CONUS.

2. A non-foreign area OCONUS. For a move to a non-foreign area OCONUS, one of the following is required:

a. The Service member was a legal resident of that area before entering on active duty.

b. The Service member's spouse was a legal resident of that area at the time of marriage.

- c. The Service member was called to active duty from that area.
- d. It is the Service member's HOR.
- e. Authorization or approval through the Secretarial Process.

3. A location OCONUS at which the PCS order states the Service member is to serve an accompanied tour immediately after completing the dependent-restricted tour, or a tour under unusually arduous sea duty, as specified in par. 050907. The Service member must have sufficient time in service remaining to complete the dependent-restricted tour and the subsequent tour.

4. A location OCONUS that has been justified under unusual conditions or circumstances and authorized or approved by the Secretary concerned. This authority may not be delegated below the Service headquarters that directs dependent travel and transportation policy and procedures.

a. For an Armed Forces' member, the Secretary concerned may only authorize a location OCONUS to return a foreign-born dependent to the spouse's native country in accordance with [DoDI 1315.18](#), "Procedures for Military Personnel Assignments."

b. The Commandant of the Coast Guard (CG-13) may make an exception for a Coast Guard member.

c. A dependent residing in the same country as the Service member cannot be command-sponsored if moved there under this authority.

C. Subsequent Authority. If the dependent is temporarily absent from the old PDS, designated place, or safe haven when a PCS order is received, see pars. 050407 and 050408.

1. A Service member is ordered from a dependent-restricted tour to a location where dependent travel is authorized. Dependent travel and transportation allowances are authorized to the new PDS from whichever of the following locations results in the lowest reimbursement:

- a. The dependent's location when the Service member receives the PCS order.
- b. The place the dependent was last moved at Government expense.

2. A Service member is on a dependent-restricted tour when the restriction against dependent travel to the Service member's PDS is lifted. Dependent travel and transportation allowances are authorized to the Service member's current PDS from whichever of the following locations results in the lowest reimbursement:

- a. The dependent's location on the date the restriction against dependent travel was changed.
- b. The place the dependent was last moved at Government expense.

### **050815. PDS Changed to a Dependent-Restricted Tour Location**

When a Service member receives a PCS order to a PDS where dependent travel is authorized and that PDS is later changed to a dependent-restricted PDS, then this subparagraph provides authority for

dependent travel and transportation allowances to a designated place in accordance with par. 050814. See Chapter 6 for travel and transportation allowances involving an evacuation.

A. Change after an Order Is Received. When a change is implemented after the date the Service member first receives his or her PCS order but before the dependent begins travel from the Service member's old PDS, the authority for dependent travel and transportation allowances is determined in accordance with par. 050814-B.

B. Change after a Dependent Begins Travel. When a change is implemented after a dependent begins travel, indirectly or otherwise, on or after the date the Service member first receives the PCS order, dependent PCS travel and transportation allowances are authorized from the old PDS to the place where the dependent received notification of the change and from that place to a designated place authorized in par. 050814. Travel and transportation allowances are limited to those from the old PDS to the following:

1. The port of embarkation serving the Service member's PDS OCONUS and from the port of embarkation to a place authorized in par. 050814.

2. The home port of the ship and from the home port to a place authorized in par. 050814 in the case of a change in designation of the duty of a ship.

C. Change while the Dependent Is at a Designated Place. If the dependent is at a designated place authorized in par. 050814 where he or she was located under a prior order on the date he or she first received notification of the change, no dependent PCS travel and transportation allowances are authorized.

D. Change after a Dependent Leaves the Designated Place. When the change is implemented after the dependent begins travel from an authorized designated place on or after the date the Service member first receives the PCS order, dependent PCS travel and transportation allowances are authorized. Allowances are from that designated place to the location he or she first receives notification of the change and from that location to the previous or a new designated place. The authority is limited to that location from the designated place where travel began to the CONUS home port or the port of embarkation serving the Service member's PDS OCONUS and from that home port or that port of embarkation to the designated place last chosen.

E. Change while En Route from the Old PDS. When the change is implemented after the dependent begins travel and before the dependent arrives at or in the vicinity of the Service member's PDS OCONUS, dependent PCS travel and transportation allowances are authorized. Allowances are from the old PDS where travel begins, to the place where the dependent first receives notification of the change and from that location to a:

1. Designated place in the CONUS.
2. Temporary location OCONUS authorized or approved through the Secretarial Process.
3. Designated place in a non-foreign area OCONUS if authorized or approved through the Secretarial Process.

F. Change after the Dependent Arrives at the Service Member's Duty Location. When the change is implemented after the dependent arrives at the Service member's PDS or home port OCONUS, or is not known to the dependent until arrival at or in the vicinity of that PDS, dependent PCS travel and

transportation allowances are authorized to the same locations and under the same conditions as when a change is implemented while en route from the old PDS.

G. Subsequent Authority. A Service member authorized dependent PCS travel and transportation allowances is authorized dependent travel to the PDS, limited to the cost of travel from the place where the dependent was last transported at Government expense to the Service member's PDS, if any of the following circumstances apply:

1. The duty location changes from a dependent-restricted location or unusually arduous sea duty to one where dependent transportation is authorized.
2. The Service member is assigned to a location where dependent transportation is authorized.

H. Dependent Stays at a Place Where He or She Traveled.

1. When the dependent is in the CONUS, return transportation to the same or another PDS OCONUS may only be authorized when at least 12 months remain in the Service member's tour OCONUS following the later of either the dependent's estimated date of arrival at the PDS or the date command sponsorship is granted.

2. If the Service member chooses, the dependent may stay at the place where he or she traveled in accordance with this paragraph until further transportation is authorized. A dependent may stay at a temporary location OCONUS to which transported when the change is implemented while en route from the old PDS or home port (see par. 050815-E) only when authorized or approved through the Secretarial Process.

## **050816. Dependent Student Travel**

A. Definitions. The following definitions are specific to this paragraph and apply to students in grade 9 and above.

1. Formal Education ([37 USC §490\(f\)](#)). A formal education is:
  - a. A secondary education, which is attendance at a public or private school offering instruction at grade levels 9 to 12, or equivalent.
  - b. An undergraduate college education.
  - c. 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 education).
  - d. 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"). Postsecondary education includes a full-time program accredited by an organization recognized by the Secretary of Defense (SecDef) at either of the following:
    - (1) University or college, including 2-year junior or community college, that offers academic courses leading to a degree.

(2) Nursing, performing arts, technical, or vocational institution leading to a degree, certification, or license.

2. Unmarried Dependent Child. An “unmarried dependent child” is a dependent child, as defined in Appendix A, who is under age 23 and meets one of the following conditions:

a. The child is enrolled in a school in the United States 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 United States for a period of 1 or fewer years.

b. Graduates, quits, or is separated from a school in the United States, who travels within 30 days following separation from the school. An extension to this time period may be authorized or approved through the Secretarial Process, based on extenuating circumstances (for example, dependent illness or an inability to schedule travel during peak travel periods), and meets the conditions in paragraphs 050401 and 050101.

**B. Eligibility**

<b>Table 5-26. Eligibility for Dependent Student Travel</b>	
<b>Eligible</b>	<b>Ineligible</b>
<p>A Service member permanently stationed OCONUS, who is authorized to have a dependent reside at or near the PDS or the home port of a ship OCONUS, is eligible for transportation of the minor dependent if either of the following apply:</p> <ul style="list-style-type: none"> <li>● His or her minor dependent attends a dormitory school operated by the DoD or selected for the student by the appropriate Department of Defense (DoD) Education Activity Regional Director.</li> <li>● The dependent attends a school in the United States to obtain a formal education that is accredited by a state, regional, or nationally recognized accrediting agency or association recognized by SecDef.</li> </ul>	<p>Par. 050816-D does not apply to a Service member:</p> <ul style="list-style-type: none"> <li>● Assigned to a PDS in Alaska or Hawaii, or to a ship whose home port is in one of those states, who has an unmarried dependent child attending a school in Alaska or Hawaii.</li> <li>● Assigned to a PDS in Alaska or Hawaii, or to a ship whose home port is in one of those states, who has an unmarried dependent child attending a school in the CONUS to obtain a secondary education.</li> <li>● Who has an unmarried dependent child attending a Service academy as a cadet or midshipman.</li> <li>● Who has an unmarried dependent child attending a school in the United States to obtain a secondary education, if the: <ul style="list-style-type: none"> <li>● Child is eligible to attend a secondary school for dependents that is located at or in the Service member’s PDS vicinity and is operated under the Defense Dependents’ Education Act of 1978 (<a href="#">20 USC §921</a>).</li> <li>● Service member is stationed in Puerto Rico or in Guam and the child is eligible to attend a DoD Domestic Dependent Elementary and Secondary Schools, formerly known as Section 6, secondary school, in the PDS or home port vicinity.</li> </ul> </li> </ul>

C. Allowances

1. Transportation. Transportation of the minor dependent is authorized between school and his or her residence. Authorized transportation is transportation in-kind, transportation reimbursement, or a MALT. Government or Government-procured transportation on a space-required basis should be used when possible. See Chapter 2 for official transportation.

2. Per Diem. Per diem is not authorized unless otherwise indicated.

D. Dependent Student Transportation to a School in the United States.

1. Retained Travel and Transportation Authorization. A Service member who has a dependent student, who is separated from school in the United States and who has not previously traveled at Government expense to the Service member's PDS OCONUS, retains the authorization for dependent travel and transportation to the PDS OCONUS.

2. Transportation Allowances

a. A Service member is authorized one annual round trip for each dependent student at any time within a fiscal year (October 1 to September 30) between the Service member's PDS OCONUS and the dependent student's school in the United States when a Service member meets both of the following conditions:

(1) Permanently stationed OCONUS.

(2) Accompanied by a command-sponsored dependent at or in the Service member's PDS vicinity (or home port of the home port when the Service member is assigned to a ship with a home port OCONUS) unless the only dependents are unmarried dependent children under age 23 attending school in the United States to obtain a formal education.

b. A dependent student who is attending a school outside the United States for 1 year or less under a program approved by the school in the United States where the dependent is enrolled is authorized one annual round trip between the OCONUS school being attended and the Service member's PDS OCONUS. Reimbursement is limited to the transportation allowances for that dependent's annual round trip between the school in the United States and the Service member's PDS OCONUS.

3. Lodging

a. Reimbursement for dependent lodging that is necessary due to an interruption in travel caused by extraordinary situations, such as mandatory layovers, unscheduled stops, physical incapacity, or similar circumstances, is authorized.

b. Reimbursement is determined using the locality per diem lodging rate at the location of the interruption.

c. If another entity, such as 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 locality per diem lodging rate for the expense location.

d. Lodging tax on the authorized payment is payable in a location in the CONUS and in

a non-foreign location OCONUS.

4. 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 due to an unusual or emergency circumstance, such as an early or late holiday recess or school closing.

5. Travel to a Location Other than the Service member's PDS OCONUS or Home Port

a. Travel to a location other than the Service member's PDS OCONUS or home port may be authorized if the Service member states in writing to the AO that 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 Government for transportation from the school to the Service member's PDS OCONUS or home port by the authorized transportation mode.

6. Transoceanic Travel

a. When Air-Mobility Command (AMC) service is reasonably available, transoceanic travel must be on a space-required basis by AMC, unless air travel is medically inadvisable. Reimbursement is not allowed for transoceanic travel at personal expense when AMC service is available. When air travel is medically inadvisable, reimbursement is limited to the least costly first-class, passenger accommodations provided by a Travel Management Center (TMC) on a commercial ship.

b. When AMC is not reasonably available, use Government-procured air transportation from a TMC for the transoceanic travel portion. Reimbursement is allowed for transoceanic, and other air and rail, travel at personal expense when AMC service is unavailable, limited to the amount the Government would have paid for Government-procured transportation.

c. Reimbursement is authorized for transportation when Government or Government-procured transportation is not available, limited to the policy-constructed airfare over the direct route between the origin and destination.

7. Other Travel. For travel to and from carrier terminals, reimbursement is authorized in accordance with Chapter 2.

a. Overland travel should be by Government-procured transportation or at personal expense on a reimbursable basis if a TMC is not available.

b. When a POV is used, the TDY mileage rate is authorized, limited to the cost had a TMC provided Government-procured transportation.

c. Government-procured air transportation usually is furnished for the portion of the travel within the United States.

8. Unaccompanied Baggage. Unaccompanied baggage of up to 350 pounds may be transported for each authorized trip between the school and the Service member's PDS. The Service member is financially responsible for any overweight unaccompanied baggage during educational travel.

9. Baggage Storage. During a student's annual trip between the school and the Service member's PDS, or during a different period in the same fiscal year selected by the Service member, a Service member may store the student's unaccompanied baggage, limited to 350 pounds, in the school vicinity in lieu of transporting the unaccompanied baggage. The Service concerned may pay, or a Service member may be reimbursed for, the storage cost, limited to the cost of round-trip transportation for unaccompanied baggage.

## **0509 PCS in Connection with Ships and Sea Duty Home port**

When the new PDS is a ship, the locality per diem rate is based on the location where the ship is boarded. If the ship is at sea, then the locality per diem rate is based on the last location that the ship departed. See [Computation Examples](#)

### **050901. Ship, Mobile Unit, or Organization Undergoing a Home Port Change**

A Service member assigned to a unit undergoing a home port change may be eligible for PCS allowances as specified in Table 5-27. Travel must begin within 1 year from the effective date of the home port change, unless the time limit is specified otherwise in Table 5-26 or extended through the Secretarial Process.

<b>If...</b>	<b>Then...</b>
a Service member is unable to travel to the new home port or PDS with his or her organization for reasons acceptable to the Service,	the Service member is authorized PCS allowances to later join the organization under a proper order.
a unit's home port is changed and the mobile unit or ship is at the old home port,	a Service member may be authorized PCS allowances from the old home port to the new home port and return to the unit by way of any TDY location.
a unit's home port changed,	a Service member may be authorized PCS allowances to the old home port and then to the new home port by way of any TDY locations.
a Service member is on leave from a deployed unit whose home port is changed,	PCS allowances begin from the leave point to the old home port and continue to the new home port. This is limited to the allowances authorized had the Service member started from the unit's location when he or she departed on leave rather than from the leave point.
a unit is ordered to a new home port or PDS and a Service member assigned to it is unable, due to mission requirements, to assist with the move of HHG or a POV, or to accompany dependents, to the new location before the effective change date,	he or she may return from the new home port to the old home port after the effective change date to move HHG or a POV, or to accompany dependents, to the new home port. <ul style="list-style-type: none"> <li>● Travel must begin within 180 days after the effective date of the home port change and before the order expiration date.</li> <li>● Requests for travel commencing after 180</li> </ul>

<b>Table 5-27. PCS Allowances for a Service Member Undergoing a Home Port Change</b>	
<b>If...</b>	<b>Then...</b>
	days must be authorized or approved through the Secretarial Process. <ul style="list-style-type: none"> <li>• This does not apply in the case of a home port change announcement or when a unit's home port is officially changed.</li> </ul>
a Service member assigned to a mobile unit or ship is undergoing a home port change,	he or she may travel to a place other than the old or new home port, limited to the PCS allowances otherwise specified in this table and Table 5-28.

**050902. Service Member Ordered on a PCS to or from a Ship or Mobile Unit Operating away from Its Home Port**

A. Eligibility. A Service member on PCS orders to or from a ship or mobile unit operating away from its home port or PDS may be eligible for travel and transportation allowances.

B. Allowances. Allowances for an eligible Service member are specified in Table 5-28.

<b>Table 5-28. PCS Allowances for a Service Member Ordered to or from a Ship or Mobile Unit Operating away from Home Port</b>	
<b>If...</b>	<b>Then...</b>
a Service member is ordered on a PCS from a unit that is away from its home port or PDS,	he or she may be paid PCS allowances from the location where PCS travel begins to the new PDS via the old home port or PDS and any TDY locations.
a Service member is ordered on a PCS from a unit undergoing a home port change and detaches after the home port change effective date,	he or she 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 locations.
a Service member is ordered on a PCS to a unit that is away from its home port or PDS,	he or she may be paid PCS allowances from the old PDS to the new unit via its home port, PDS, and any TDY locations.
a Service member is ordered on a PCS to a unit whose home port change has been announced and he or she travels to the new home port before or after the effective date of the home port change,	he or she may be paid PCS allowances from the old PDS to the unit via the new home port and any TDY locations.
a Service member is ordered on a PCS to a newly commissioned ship and the ship's announced home port is different from the Service member's old PDS,	the Service member may be paid PCS allowances to the old PDS or home port, then to the ship's announced home port via any TDY locations, and then to the place at which the ship is located. For two-crew ships, both crews may be paid these allowances. Travel must begin within 1 year from the ship's commissioning effective date.

**050903. Dependent Travel when a Service Member Assigned to a Ship or Mobile Unit is Undergoing a Home Port Change or Unit Move**

A. Eligibility. A Service member’s dependent may be eligible for travel and transportation allowances when the Service member is assigned to a ship or mobile unit and undergoing a change in home port or unit move. A “home port change announcement” is an order modification until the PCS order is amended, modified, canceled, or revoked.

B. Allowances. Allowances for an eligible dependent are payable as specified in Table 5-29.

**Note:** When determining dependent travel and transportation allowances, a mobile unit or ship-based staff with an assigned home port (as opposed to an assigned PDS) has the same status as a ship with an assigned home port.

<b>Table 5-29. Dependent Travel and Transportation Allowances during a Home Port Change</b>	
<b>If...</b>	<b>Then...</b>
a Service member’s unit is specified as unusually arduous sea duty and the home port change is due to completion of an overhaul,	on the effective date of the home port change, dependent travel and transportation allowances are authorized from the old home port or designated place to the new home port or designated place.
a Service member’s home port change involves unusually arduous sea duty and the dependent travels from the old home port or a designated place to somewhere other than the new home port,	the dependent’s travel is limited to allowances from the old home port or designated place to the new home port.
a Service 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,	the dependent travel and transportation allowances are authorized from the old home port to the new home port.
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 in connection with a PCS order to the unit at that old home port. This may include a Service member who delayed dependent travel or transportation to the old home port or is issued a PCS order to the unit naming the old home port after the home port change was announced. It does not affect allowances for 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 of the announcement.
a Service member delays travel due to mission requirements and is unable to assist with moving his or her HHG or a POV, or cannot accompany dependents to the new home port,	only the Service member, not the dependents, is allowed to travel from the new home port back to the old home port after the effective change date of the home port change.

E. Home Port Change

1. Unusually Arduous Sea Duty. When on duty with a unit specified as unusually arduous sea duty on the home port change effective date, a Service member is authorized dependent travel and transportation allowances from the old home port or designated place to the new home port if the home port change is due 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. 050408 applies.

b. A designated place to a location other than the new home port, the dependent travel and transportation allowances are limited to travel directly from the designated place to the new home port by a usually traveled route.

2. Completion of an Overhaul. When on duty with a unit undergoing a home port change due to a ship overhaul, a Service member is authorized dependent travel and transportation allowances from:

a. The old home port to the new home port or to a designated place if the home port change is due to completion of an overhaul. If travel is from:

(1) A location other than the old home port to the new home port, par. 050408 applies.

(2) 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.

b. 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 due to an overhaul. Travel from one designated place to another is not authorized.

F. Home Port Change Announcement. 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 for a PCS order to the unit at that old home port. The home port change announcement is an order modification until such time as the PCS order is later amended, modified, canceled, or revoked.

1. A dependent transported after a PCS order is received and who is in transit or in an otherwise irreversible transportation status on the date the announcement was made can receive PCS allowances to continue on to the old home port.

2. A Service member who has delayed dependent travel or transportation to the old home port, or been issued a PCS order to the unit naming the old home port after the home port change has been announced cannot receive dependent allowances to the old home port.

### **050904. Dependent Travel when a Service Member Transfers to, from, or Between Sea Duty Assignments Not Specified As Unusually Arduous Sea Duty**

A. Travel and Transportation Authorized. When a Service 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 on a dependent-restricted tour or unusually arduous sea duty, dependent PCS travel and transportation allowances are not authorized when the old and new PDS are the same ([B-185099, June 1, 1976](#)).

### **050905. Ship Being Constructed or Undergoing Overhaul or Inactivation**

A. Dependent Allowances. A dependent may be provided transportation, specified in this paragraph, but no per diem or reimbursement for meals and lodging, to the overhaul or inactivation port when the dependent resides in the area of the home port or former home port. The term “area” means places surrounding the home port from which personnel customarily commute daily to the home port. The dependent’s travel is limited to what it would cost for a Service member to travel round trip on Government-procured, commercial transportation. This dependent travel would replace the Service member’s travel. One of the following circumstances must be met:

1. The Service member is on duty aboard a ship being overhauled or inactivated at a place other than its home port.
2. The Service member is on duty aboard a ship being overhauled or inactivated if the home port is changed to the port of overhaul or inactivation.

B. Timing. A dependent must not be provided transportation under this paragraph unless the Service member has been assigned to the ship for more than 30 consecutive days. All travel authorized under this paragraph must begin before the ship departs from the overhaul or inactivation port. Dependent travel, instead of the Service member’s travel, may be provided on or after the 31st day after the date the ship enters the overhaul or inactivation port or after the date the Service member becomes permanently assigned to the ship, whichever occurs later. An additional trip may be provided every 60th day thereafter. A dependent who is authorized a round trip before using a prior authorization does not lose a previously earned authorization.

C. Ship’s Home Port Changed. When the ship undergoes a home port change to the overhaul or inactivation port, the dependent is authorized travel between the ship’s former home port and the overhaul or inactivation port instead of PCS allowances if, due to personal situations, the dependent is not relocated to the overhaul or inactivation port, such as a dependent receiving medical care and no similar facility exists at the overhaul or inactivation port.

D. Ship’s Home Port not Changed. When the ship’s home port is not changed, dependent travel is authorized between the home port and the overhaul or inactivation port unless the Service member has elected personal travel under par. 031102, in which case dependent travel specified in this paragraph is not authorized. The Service member has the option to alternate travel, such as Service member, dependent, Service member, each time the authority becomes available. Dependent travel specified in this paragraph is limited to the cost of Government-procured, round-trip travel for the Service member.

#### E. Dependent Travel while the Ship Is Being Constructed

1. The dependent of a Service member may be provided or reimbursed for round-trip transportation when all of the following apply to the Service member:
  - a. He or she is assigned to permanent duty in conjunction with the construction of a ship.
  - b. His or her duty location is not the ship’s designated future home port or area where the

dependent resides.

2. Travel can be to the construction port from either the site of the ship's future home port or the area where the dependent resides. If the Service member has elected personal travel under par. 031102, dependent transportation specified in this paragraph is not authorized. A Service member has the option to personally travel or substitute dependent travel each time the authority becomes available.

3. Authorization for transportation accrues on or after the 31st consecutive day after the date the Service member is permanently assigned to the ship. An additional trip may be provided every 60th day thereafter. A dependent who receives authorization for a round trip before using a prior authorization does not lose a previously earned authorized round trip. All travel specified in this paragraph must begin before the ship departs the construction port.

F. Transportation Allowances. The standard travel and transportation allowances specified in Chapter 2 apply. The transportation is limited to the cost of Government-procured, commercial round-trip air transportation between the Service member's home port or former home port and the ship's overhaul or inactivation port.

### **050906. Sea Duty Changed to Unusually Arduous Sea Duty**

When there is a change in the designation of the duty aboard a ship, afloat staff, or afloat unit from sea duty to unusually arduous sea duty, then follow the provisions in par. 050815 for dependent travel and transportation allowances to a designated place.

### **050907. Unusually Arduous Sea Duty or Sea Duty Specified OCONUS of 1 Year or More**

A. Eligibility. A Service member may be eligible for dependent travel and transportation allowances when he or she is:

1. Assigned 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.

2. Permanently assigned to a ship or afloat staff *on* the date it is specified through the Secretarial Process as in an area OCONUS for an expected continuous period of 1 year or more.

3. Assigned by a PCS order to a ship, afloat staff, or afloat unit *after* the date it is specified through the Secretarial Process as in an area OCONUS for an expected continuous period of 1 year or more.

B. Allowances. Dependent travel and transportation allowances are authorized from the old PDS to the new PDS. If the new PDS is a dependent-restricted tour, or to a ship or afloat staff specified as in an area OCONUS for an expected continuous period of 1 year or more, then the allowances are authorized to a designated place as specified in par. 050814-B.

C. Subsequent Authority. If the dependent is temporarily absent from the old PDS, designated place, or safe haven when a PCS order is received, see pars. 050407 and 050408.

1. If the Service member is reassigned from a specified ship, afloat staff, or an afloat unit, then allowances are authorized from the dependent's location on receipt of the PCS order or from the

place the dependent was last moved at Government expense—whichever results in the least reimbursement—to the PDS. This does not apply when the Service member is serving a dependent-restricted tour at the new PDS or another specified ship, afloat staff, or afloat unit.

2. If the Service member is on permanent duty aboard a ship or on an afloat staff when the ship or staff is relieved from unusually arduous sea duty or relieved from the specified continuous overseas duty of 1 year or more, then the allowances to the PDS are from whichever of the following locations results in the lowest reimbursement:

- a. The dependent's location on the date the ship or afloat staff changes status.
- b. The place the dependent was last moved at Government expense.

3. A Service member is authorized dependent travel and transportation allowances, including when the home port of the old ship, afloat staff, or afloat unit and the new PDS are identical ([57 Comp. Gen. 266 \(1978\)](#)).

## **0510 Retirement and Separation**

### **051001. Eligible Retirees and Separated Service Members**

A Service member must actually travel to the appropriate location to be eligible for travel and transportation allowances specified in this Section when any of the following occur:

- A. Discharge, resignation, or separation under honorable conditions.
- B. Release of an RC member from active duty, including active duty for training, if the Service member has served 20 or more weeks at one location.
- C. Transfer to the Fleet Reserve or to the Fleet Marine Corps Reserve.
- D. Retirement.
- E. Temporary disability retirement.
- F. Discharge or separation from military duty under conditions other than honorable.

### **051002. Service Member Separates or is Released from Active Duty, Excluding a Discharge with Severance or Separation Pay**

A Service member on active duty who separates or is released from the Service, unless otherwise specified in this Section, may be eligible for PCS travel and transportation allowances for his or herself and for a dependent. The Service member must have a break in service of at least 1 day and actually travel. A Service member is authorized travel from the last PDS to his or her HOR or PLEAD. A dependent is authorized travel from the PDS or place where he or she was last transported at Government expense to the HOR or PLEAD, whichever the Service member selects. A different location may be selected or travel may be between other locations. However, reimbursement is limited to the amount that would have been paid if the Service member had traveled from the last PDS to the HOR or PLEAD. See Part C for HHG transportation.

A. Officer HOR Correction. An officer whose HOR was incorrectly indicated as the place where he or she was serving instead of the actual HOR is authorized dependent PCS travel and transportation allowances to the correct HOR when relieved from active duty if the Service member meets the following criteria:

1. The HOR was incorrectly listed when he or she was commissioned from an enlisted grade, commissioned in the regular Service while serving on active duty as an RC member, or accepted a new commission in an RC without a break in service.

2. The officer certifies that the duty location or local area was designated in error as the HOR at the time of commission, and the home the Service member declares was the Service member's HOR at the time of commission.

B. Service Member Selects Alternate Out-Processing Station. A Service member may select an alternate out-processing station to be released from active duty. However, it must be authorized and approved through the Secretarial Process and conform to the individual Service policies. If authorized and approved by the Service Secretary, a Service member:

1. May travel from the last PDS to the processing station of choice and from there to his or her HOR or PLEAD and receive PCS travel and transportation allowances. However, reimbursement is limited to the amount payable had the Service member been ordered to travel to, and separated at, the appropriate separation location as determined by the Service.

2. Is authorized per diem or an actual expense allowance (AEA) away from the PDS during separation processing at the alternate station. The National Oceanic and Atmospheric Administration (NOAA) Office of Marine and Aviation Operations Commissioned Personnel Center operates processing stations for NOAA.

C. RC Member Released. Dependent PCS travel and transportation allowances are not authorized for an RC member who is released from active duty after he or she is ordered to active duty for either of the following:

1. Less than 20 weeks, including active duty for training.
2. Training for 20 weeks or more at multiple locations, but the active duty is performed less than 20 weeks in any one location.

D. Continuing or Re-Entering Service. A Service member who separates or is released from active duty and then continues or re-enters Service may be authorized the travel and transportation allowances specified below.

1. Separating to Continue in Service. If a Service member separates or is released from active duty specifically to continue in another Service or in the same Service, as is the case in a re-enlistment, and must relocate on a PCS order, then PCS travel and transportation allowances for the Service member and dependent are authorized. If the Service member does not have to relocate to continue service, then travel and transportation allowances are not authorized.

2. Re-Entry into Service at Same Location Where Separated. PCS Travel and transportation allowances are not authorized for a Service member who separates or is released from the Service at the

end of his or her enlistment or term of service and then re-enters the Service at the same location where he or she separated or was released with no change in the PDS.

E. Service Member Receives a Discharge or Separation Order While on Leave. A Service member who travels on leave at personal expense and receives a DD214, "Certificate of Release or Discharge from Active Duty," or a separation order during his or her leave is authorized PCS travel and transportation allowances. These allowances are paid from the Service member's last PDS and not the leave location.

F. Service Member Awaiting Disability Proceeding Results. A Service member is authorized PCS travel and transportation allowances:

a. To travel to a Government-ordered location, after signing a release not to contest the results of the initial physical evaluation board, and meets all of the following criteria:

(1) Found unfit by a physical evaluation board to perform the duties of the Service member's grade.

(2) Not authorized a home of selection (HOS) move.

(3) Ordered to that location for the Government's convenience until the disability proceedings are complete.

b. From the Government-ordered location to the location specified in the next issued order once a final disposition is reached in the disability proceedings.

c. For a dependent to the Government-ordered location even if a disability separation order or other order is issued.

d. For a dependent from the PDS—the PDS where the Service member received the order to proceed to the Government-ordered location—to that Government-ordered location and from there to the HOR or PLEAD when released from active duty. However, the dependent's travel is limited to the cost of traveling directly from the PDS where the Service member received the order to proceed to the Government-ordered location to the HOR or PLEAD.

G. Service Member Selected for Undergraduate Program. An enlisted Service member who is selected to pursue an undergraduate degree through the Reserve Officers Training Corps (ROTC) and separates from the Service due to that selection is authorized PCS travel and transportation allowances to the college. The Service member may choose dependent PCS travel and transportation allowances to the college, the HOR, or the PLEAD

H. Service Academy Cadet or Midshipman. A cadet or midshipman, including a graduated cadet, who resigns, is dismissed, or is discharged is authorized standard PCS allowances for travel from the Service academy to the abode, home, or PDS, as appropriate.

I. Service Member Contracts with an RC. A Service member who separates from active duty to continue military service through a signed contract in an RC, may be authorized PCS travel and transportation allowances through the Secretarial Process to the designated Selected Reserve PDS, instead of limiting costs to the HOR or the PLEAD.

1. This authority does not apply to a Service member who is separated or relieved from active duty and has served less than 90% of the enlisted active-duty period.
2. No additional travel and transportation allowances are authorized once the RC contract is terminated.

J. Service Member Served Less Than 90% of Enlistment or Commitment. A Service member who is separated from the Service or released from active duty and has served less than 90% of his or her initial active-duty enlistment or initial service commitment receives no per diem for travel. The Service member is authorized the same transportation for the dependent transportation that he or she receives, but no per diem. Transportation allowances for the Service member and dependent are limited to transportation in-kind by the least costly mode available or, if transportation is personally procured, reimbursement is limited to the amount the Government would have paid for the least costly mode of transportation. Exceptions to this policy include Service members who are:

1. Retired due to a physical disability.
2. Placed on the Temporary Disability Retired List (TDRL) under [10 USC, Chapter 61](#), regardless of the length of time served.
3. Retired with pay for any reason after serving at least 8 years of continuous active duty with no break of more than 90 days.
4. Transferred to the Fleet Reserve or Fleet Marine Corps Reserve.
5. Separated or released from active duty by the Secretary concerned due to either of the following:
  - a. A medical condition affecting the Service member.
  - b. A reduction in service time and under honorable conditions.
6. Discharged for hardship under [10 USC §1173](#).

K. Time Limitations for Separation. A Service member and his or her dependent must begin travel to the HOR or PLEAD before the 181st day following separation from Service or release from active duty to receive separation allowances. When travel before the 181st day would impose a hardship on the Service member, a time-limit extension may be authorized or approved for a specific time through the Secretarial Process. The request for a time-limit extension must include the following:

1. A description of the circumstances that prevent travel within the 180 days, the specific amount of additional time requested, and an acknowledgement that the extension is not being granted merely to accommodate personal preference or convenience. The extension must be for the shortest time appropriate under the circumstances.
2. An extension cannot be authorized or approved if it extends travel and transportation allowances for more than 6 years from the date of separation, release from active duty or retirement, or from the date the Service member's dependent receives an official notice that the Service member is dead, injured, missing, interned, or captured. The only time the 6 years may be exceeded is when a Service member's certified on-going medical condition prevents relocation of the dependent for longer than 6

years from the notification date.

**051003. Service Member on Active Duty who Retires, is Placed on the TDRL, is Discharged with Severance or Separation Pay, or is Involuntarily Released with Readjustment or Separation Pay and Associated Dependent Travel**

A. Eligibility

1. A Service member and his or her dependent are authorized PCS travel and transportation allowances when the Service member is on active duty and meets any of the following conditions:

a. Retired for a physical disability or placed on the TDRL, regardless of the length of service.

b. Retired with pay for any reason, including transfer to the Fleet Reserve or Fleet Marine Corps Reserve, after serving at least 8 years of continuous active duty with no single break of more than 90 days.

c. Separated with severance or separation pay after serving at least 8 years of continuous active duty with no single break of more than 90 days.

d. Involuntarily released with readjustment or separation pay after serving at least 8 years of continuous active duty with no single break of more than 90 days.

2. The Service member's PCS travel and transportation allowances are authorized from the last PDS to a home that he or she selects, known as an HOS. The dependent's PCS travel and transportation allowances are from the last PDS, or the place where the dependent was last transported at Government expense, to the HOS.

B. Selecting an HOS. The Service member may select a home that is:

1. Any place in the United States.

2. His or her HOS outside the United States or the place outside the United States from which the Service member was initially called or ordered to active duty.

3. Any other place. Reimbursement is limited to the PCS travel and transportation allowances to a location in the CONUS that the Service member selects.

a. Compare the cost of travel and transportation to the actual HOS to the cost that would have been incurred had the Service member traveled to the selected location in the CONUS.

b. The Service member is paid the lesser of the actual cost or the constructed cost.

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**Note:** Once a home is selected, that selection is irrevocable if transportation in-kind is furnished and used or if travel and transportation allowances are received after travel is completed.

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C. No HOS

1. A Service member is not authorized an HOS and may only be reimbursed PCS travel and

transportation allowances to either the HOR or the PLEAD, but not to an HOS, when the Service member:

- a. Is retired without pay.
- b. Has less than 8 years of continuous active-duty service before retirement and retires for any reason other than a physical disability.
- c. Has less than 8 years of continuous active-duty service before discharge with severance or separation pay.
- d. Is involuntarily released to inactive duty with readjustment or separation pay.

2. A Service member may be reimbursed dependent PCS travel and transportation allowances from the last PDS to an HOR, or to a place where the dependent was last transported at Government expense.

**D. Dependent Travels to Different Place.** A Service member who is authorized to travel to an HOS and travels within the specified time frame, but whose dependent travels to a home other than the Service member's HOS is authorized dependent PCS travel and transportation allowances. These allowances are limited to what it would have cost the Government had the dependent traveled from the Service member's last PDS, or from the place where the dependent was last transported at Government expense, to the Service member's HOS.

1. A dependent must travel within 1 year after the Service member's active-duty termination unless the time limitation is increased through the Secretarial Process.

2. A Service member who did not move the dependent at Government expense during the current tour of duty is still authorized dependent travel from the HOR.

3. A Service member may elect dependent travel to his or her HOR or PLEAD outside the United States.

**E. Recall to Active Duty.** A Service member who retires is subject to recall to active duty. Table 5-30 contains allowances for both the Service member and his or her dependent when the Service member finishes the active duty after the recall.

<b>Table 5-30. Service Member Recalled to Active Duty after Retirement or Separation</b>	
<b>When Recalled to Active Duty</b>	<b>Allowances Authorized</b>
<b>Before Traveling to an HOS</b>	<ul style="list-style-type: none"> <li>● Service member and dependent PCS travel and transportation allowances from the last PDS to an HOS upon termination of active duty.</li> <li>● The travel to the HOS must begin within 1 year after the last release from active duty unless authorized an extension as specified in par. 051003-I.</li> </ul>
<b>After Traveling to an HOS</b>	<ul style="list-style-type: none"> <li>● Service member and dependent PCS travel and transportation allowances upon termination of active duty under honorable conditions.</li> <li>● The Service member may elect to return to the previous HOS or to the PLEAD. The dependent travel and transportation allowances are to whichever the Service member chooses.</li> <li>● The travel to the HOS must begin within 1 year after the Service member's</li> </ul>

	last release from active duty unless authorized an extension in accordance with time limitations specified par. 051003.
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F. Service Member Selects Alternate Out-Processing Station. A Service member may select an alternate out-processing station to retire from active duty or be released to inactive duty. However, it must be authorized and approved through the Secretarial Process and conform to the individual Service's policies. If authorized and approved by the Service Secretary, a Service member:

1. May travel from the last PDS to the processing station of choice and from there to his or her HOS.
2. Is reimbursed the amount payable had the Service member retired or been released to inactive duty at the normally established out-processing station.
3. Is authorized per diem or AEA appropriate for the processing station away from the PDS during processing for retirement or while undergoing release to inactive duty.

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**Note:** The NOAA Office of Marine and Aviation Operations Commissioned Personnel Center operates processing stations for NOAA.

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G. Service Member Awaiting Disability Retirement. A Service member and his or her dependent are authorized PCS travel and transportation allowances to travel to a Government-ordered location when the Service member is awaiting disability retirement and both of the following circumstances apply:

1. A physical evaluation board determines the Service member is unfit to perform the duties of his or her grade.
2. The Service member is ordered to the Government-ordered location for the Government's convenience until the disability retirement proceedings are complete. Once a final disposition is reached in the disability retirement proceedings, the Service member and his or her dependent are authorized PCS travel and transportation allowances under the retirement order, or other order if issued, from the Government-ordered location to his or her HOS (32 Comp. Gen. 348 (1953)). The dependent's travel is limited to the cost of traveling directly from the PDS where the Service member received the order to proceed to the Government-ordered location to the HOS.

H. Service Member on a TDRL Discharged or Retired

1. A Service member who retires for any reason, to include transfer to the Fleet Reserve or Fleet Marine Corps Reserve, while on a TDRL is not authorized any PCS travel and transportation allowances in addition to those that the Service member was already paid for travel to the HOS when the Service member was placed on the TDRL.
2. A Service member who is discharged with severance pay or who retires for any reason, to include transfer to the Fleet Reserve or Fleet Marine Corps Reserve, while on the TDRL is not authorized additional dependent travel and transportation allowances.

I. Time Limitations for Travel to the HOS. A Service member and dependent must begin travel to an HOS within 1 year of the Service member's termination from active duty unless additional time is authorized or approved through the Secretarial Process.

1. Exceptions to this policy are as follows:

a. A Service member and his or her dependent are authorized PCS travel and transportation allowances from the last PDS to an HOS when the Service member is either confined in or undergoing treatment at a hospital. The Service member and dependent must begin travel from the hospital or medical facility within 1 year after discharge or termination of medical treatment.

b. A Service member who has not yet traveled to an HOS within 1 year after his or her active-duty termination date and becomes confined in or undergoes treatment at a hospital during that 1-year period is authorized additional time for PCS travel and transportation allowances from the last PDS to an HOS. The Service member and dependent's initial 1-year limit is extended by the number of days spent in the hospital.

c. A Service member and his or her dependent are authorized PCS travel and transportation allowances when the Service member is attending training or receiving education on his or her active-duty termination date to qualify for civilian employment. The Service member is authorized to travel from the last PDS to an HOS. His or her dependent is authorized to travel to the HOS. A Service member who begins qualification training and then becomes confined to, or undergoes treatment at, a hospital is also authorized to travel from the last PDS to the HOS. The Service member and dependent must travel within 1 year after the training or education is completed or 2 years from the active-duty termination date, whichever occurs first.

d. If a Service member is prevented from traveling due to an unexpected event that is beyond the Service member's control and is related to the Service member's separation from the Service, the 1-year time limit applies for both the Service member and dependent's travel unless extended through the Secretarial Process. Any extension must be in the Service's best interest or substantially benefit the Service member, and is not costly and does not have an adverse impact to the Service.

2. A Service member must request all extensions in writing using the Secretarial Process. An extension may not be for more than 6 years from the date of retirement. The request must include the following:

a. A description of the circumstances that prevent travel within the specified time period.

b. The specific amount of additional time required. An extension should be for the shortest time necessary based on the circumstances. The 6-year limit may only be extended for travel to the HOS if a Service member has a certified and on-going medical condition.

### **051004. Service Member Discharged from the Service under Other than Honorable Conditions**

A. Eligibility. A Service member who is discharged from the Service under other than honorable conditions may be authorized limited transportation allowances.

B. Allowances. An eligible Service member may be authorized the least expensive transportation by airplane, train, bus, or ship at Government expense, but *not per diem*. If the AO does not provide Government procured transportation, then the Service member may be reimbursed for personally procured transportation up to the least-expensive cost the Government would have incurred for transporting him or her. Table 5-31 specifies the authorized destinations and travel allowances when a

Service member is discharged or released.

<b>Table 5-31. Authorized Destinations and Allowances upon Discharge or Release</b>	
<b>If...</b>	<b>Then...</b>
a Service member has not been confined,	he or she is authorized to travel to either his or her HOR or PLEAD.
a former Service member is released or paroled from a U.S. military confinement facility,	he or she is authorized transportation allowances from the place of confinement to the HOR, PLEAD, or Service-approved place of residence as a parolee.
a former Service member is released or paroled from a non-U.S. military confinement facility OCONUS,	he or she is authorized transportation allowances to the port of embarkation in the country of the Service member's HOR or PLEAD from either the place of release from confinement or from the U.S. military facility nearest the place of confinement.
a former Service member is released or paroled from confinement by civil authorities (Federal, state, county, or local) in the CONUS,	he or she is not authorized transportation.
either the Service member's commanding officer or other proper authority authorizes or approves a destination other than the HOR or PLEAD*,	the Service member may be authorized transportation allowances to that destination from the place of separation, parole, or release.
a convicted Service member is waiting for the completion of an appellate review of his or her court martial sentence,	this transportation is the final separation travel unless the Service member is restored to duty. When a dependent travels at Government expense under this paragraph, such travel constitutes final separation travel unless the Service member is restored to duty ( <a href="#">63 Comp. Gen. 135 (1983)</a> ).
the completion of an appellate review results in the convicted Service member being restored to duty,	he or she and a dependent are authorized PCS travel and transportation allowances to his or her PDS from the place where transportation was authorized when he or she was placed on appellate leave.
*The cost of the Government transportation is limited to the transportation cost to the Service member's HOR or PLEAD.	

**051005. Dependent Travel and Transportation Related to a Court Martial Sentence or Administrative Discharge under Other than Honorable Conditions (for a Service Member Stationed in the CONUS)**

A. Eligibility. A Service member, with dependent, stationed in the CONUS, is authorized dependent PCS travel and transportation allowances, if the Service member:

1. Is sentenced by a court martial to any of the following:
  - a. Confinement for more than 30 days.
  - b. Receive a dishonorable or bad conduct discharge.

c. Dismissal from a Uniformed Service.

2. Receives an administrative discharge under other than honorable conditions.

B. Allowances. The standard PCS travel and transportation allowances are authorized for the dependent by a Service-designated authority who determines the destination and that a reasonable relationship exists between the conditions or circumstances in the specific case and the authorized destination. The dependent destination must be a designated place, except that a foreign-born dependent may be returned to the dependent's native country. Travel may be requested by the Service member, the Service member's spouse, or another dependent if the Service member has no spouse, or the spouse is unavailable. Dependent travel must begin within 180 days from either the date the court martial is completed or the date of administrative discharge, except when additional time is authorized or approved through the Secretarial Process.

C. Reimbursement Payment. Travel reimbursement may be paid to the Service member or to a dependent or ex-spouse, when the Service member authorizes payment to either of them (B-193430, February 21, 1979).

### **051006. Restrictions on a U.S. Public Health Service (USPHS) or National Oceanic and Atmospheric Administration (NOAA) Corps Service Member**

A. U.S. Public Health Service (USPHS). A USPHS Service member may be denied any or all travel and transportation allowances at the discretion of the Assistant Secretary for Health or through the Secretarial Process when he or she chooses to separate or resign from USPHS in any of the following circumstances:

1. Before completing 2 years of continuous active duty.
2. Before completing a period of active duty agreed to in writing.
3. Without following the Service's policy for separation or release from active duty.

B. NOAA. A NOAA Service member may be denied any or all travel and transportation allowances at the discretion of the Secretary of Commerce when he or she chooses to separate or resign from the Service before completing 3 years of service from the date he or she was appointed in the NOAA Corps.

### **051007. Voided Enlistment**

A Service member who is released or discharged from active duty due to a voided enlistment is eligible for travel allowances. Each Service may issue regulations requiring the use of Government or Government-procured transportation and meal tickets for this travel. If the Service has not issued such regulations, the Service member is authorized standard PCS travel and transportation allowances. The travel and transportation is authorized from the place of release or discharge to the HOR or PLEAD, as the Service member chooses.

### **051008. Pilot Program Permitting Service Members to be Inactivated from Active Duty**

A. Eligibility. The Service Secretary of each branch of Service is authorized to implement a

pilot program to enhance retention in the military service and allow the Service member to meet personal or professional needs. The program allows a Service member of the Regular Component or the active Guard or Reserve to be inactivated and placed in the Ready Reserve.

1. A Service member must return to active duty within 3 years of release into the pilot program or by December 31, 2022, whichever comes first.

2. The pilot program became effective in 2009 and will continue through 2019 as authorized in [Public Law \(P.L.\) 110-417](#) and amended by [P.L. 112-81](#), [P.L. 112-239](#), [P.L. 113-291](#), and [P.L. 114-92](#).

B. Allowances. A Service member who is chosen for the pilot program receives PCS travel and transportation allowances:

1. To his or her HOS of choice in the CONUS when released from active duty into the program.

2. From his or her PLEAD, when returning to active duty. However, transportation allowances from the PLEAD are limited to the cost of transportation from the HOS that was selected when the Service member was released from active duty.

## **0511 PCS Travel Associated with Medical Events or Death**

### **051101. Service Member Ordered to a Hospital in the CONUS**

A. PCS to a Hospital. A Service member is authorized PCS allowances when traveling to, from, or between hospitals, provided the order does not authorize a return to the old PDS.

B. Ordered to a Hospital for Observation and Treatment. A statement by the commanding officer of the receiving hospital is required for dependent PCS travel and transportation allowances unless the dependent travels due to the Service member's initial hospital transfer from OCONUS. The commanding officer's statement must include that the case has been evaluated and that a prolonged treatment period of the Service member in that hospital is expected. The following paragraphs do not apply to a Service member not authorized dependent PCS travel and transportation allowances under par. 050405.

1. From Duty Locations or Hospitals in the CONUS. A Service member on active duty who is transferred within the CONUS from a PDS or TDY location to a hospital for observation and treatment is authorized dependent PCS travel and transportation allowances, limited to the cost of traveling from the last PDS, or from the place the dependent was last moved at Government expense, to the hospital. If the Service member is transferred from one hospital to another in the CONUS for further observation and treatment and the dependent traveled at Government expense to the initial hospital, then a Service member is authorized dependent travel and transportation allowances between hospitals.

2. From Duty Locations or Hospitals OCONUS. A Service member at a PDS OCONUS who is transferred to a hospital in the CONUS for observation and treatment is authorized dependent PCS travel and transportation allowances, limited to the cost of traveling from the PDS OCONUS or designated place to the initial hospital where the Service member is transferred for observation and treatment. When the dependent travels due to the Service member's initial hospital transfer from OCONUS, no statement of prolonged hospitalization is required.

3. Completion of Hospitalization. A Service member is authorized dependent travel and transportation allowances for travel to the PDS, HOR, PLEAD, or HOS, as shown in Table 5-32 when he or she is any of the following:

- a. Released from observation and treatment and restored to duty.
- b. Separated from the Service.
- c. Relieved from active duty.
- d. Placed on the TDRL.
- e. Retired, including transfer to the Fleet Reserve or Fleet Marine Corps Reserve.

<b>If...</b>	<b>Then the transportation allowance is...</b>
a dependent does not travel at Government expense due to the Service member's hospitalization,	from the place the dependent is located when the Service member is released from the hospital, limited to travel from the last or any prior PDS or the place where the dependent was last moved at Government expense, as applicable.
a dependent travels at Government expense due to the Service member's hospitalization,	from the place the dependent is located when the Service member is released from the hospital, limited to travel from the hospital where the Service member was transferred when the dependent traveled at Government expense.

**051102. Service Member Dies while en Route to the New PDS**

PCS allowances are payable to the appropriate beneficiary on behalf of a Service member. Allowances are authorized for the Service member's travel from the old PDS to the place of death, limited to the cost for travel and transportation from the old PDS to the new PDS.

**051103. Dependent en Route to the New PDS at the Time of the Service Member's Death**

When a Service member dies after a dependent begins travel under a PCS order, the dependent is authorized PCS travel and transportation allowances from the place where travel began to the place where the dependent was notified of the Service member's death, limited to the travel and transportation allowances for the distance from the old PDS to the new PDS.

**051104. Dependent Travel When Service Member Officially Reported As Dead, Injured, Ill, Or Absent For 30 or More Days In A Missing Status, Or Upon Death**

A. Definitions. The following are definitions are specific to this paragraph.

1. Dependent. When a Service member, entitled to basic pay, dies while on duty OCONUS, "dependent" includes an unmarried child who was transported at Government expense to that Service member's PDS, due to the Service member's assignment, and became age 21 while the Service member

was serving at that PDS.

2. Transportation. Transportation is defined in Appendix A and includes transportation in-kind or reimbursement as specified in Section 0502.

B. Eligibility. The following dependents may be eligible for travel allowances:

1. A dependent of a Service member who dies while entitled to basic pay ([37 USC §481f](#)).
2. A dependent, without regard to command-sponsorship ([B-158661, December 22, 1966](#)), who receives an official notice that the Service member on active duty is officially reported as:
  - a. Dead.
  - b. Injured or ill and the anticipated period of hospitalization or treatment is expected to be prolonged as shown in a statement by the commanding officer at the receiving hospital.
  - c. Absent for a period of 30 or more days in a missing status ([37 USC §484](#)).

C. Allowances

1. Dependent travel at Government expense can be authorized or approved only when a reasonable relationship exists between the dependent's circumstances and the requested destination, as determined by the Service concerned. A dependent may be furnished transportation to a Service member's HOR or to another location as authorized or approved by the official designated through the Secretarial Process.

a. When a Service member is officially reported as injured, ill, or absent for 30 or more days in a missing status ([37 USC §484](#)), dependent PCS travel and transportation must begin to the final home within 1 year after the date of the official status report unless a later start date is authorized or approved through the Secretarial Process. Travel after the 1-year period cannot be authorized or approved for an escort for the dependent.

(1) Per diem is not payable for dependent transportation authorized in this paragraph.

(2) Government-funded travel and transportation allowances are not authorized under this subparagraph when travel is delayed and is not performed until after receipt of official notice that the Service member has returned to an active status.

b. When a Service member who is entitled to basic pay dies on or after January 6, 2006, dependent PCS travel and transportation allowances are authorized. The dependent has 3 years, beginning on the Service member's date of death to choose an HOS. Per diem is authorized for a dependent traveling under this subparagraph.

2. If a dependent is residing OCONUS when the Service member on permanent duty OCONUS dies, the dependent may be transported to an interim location to reside pending a decision by the dependent as to the destination of the final move at Government expense. That final move must be accomplished within the time limits in paragraph 051104.C1b.

3. A dependent moved as specified in this paragraph may again be moved when an official

notice is received that the Service member’s status has changed from one eligible status to another *or* when the Service 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. When a Service member’s casualty status is terminated, authorization for dependent PCS travel and transportation allowances are determined as specified in Part 0504.

D. Escort. An escort to accompany an eligible dependent for travel under this paragraph may be authorized when the AO or commanding officer determines that dependent travel is necessary and the dependent is incapable of traveling alone due to age, mental or physical incapacity, or other extraordinary circumstances as specified in Service regulations.

1. An escort may be authorized for the Service member’s dependent for travel performed no later than 1 year after the Service member dies, is missing, or is otherwise unable to accompany the dependent. Escort travel is not authorized after the 1-year limit is reached, and the time limit cannot be extended, regardless of the circumstances.

2. Round-trip travel and transportation allowances are authorized for the escort. A Uniformed Service member or a civilian employee travels on a TDY order and receives standard travel and transportation allowances as specified in Chapter 2. Any other individual acting as the escort is issued an invitational travel authorization (ITA) and receives the standard travel and transportation allowances as specified in Chapter 2 for a civilian employee.

3. Each Service must issue regulations or instructions necessary for the administration of this paragraph. Travel and transportation allowances may be paid in advance as specified in Service regulations.

**051105. Dependent Allowances when Service Member Dies after Retirement or Separation**

When a retired or separated Service member dies and was eligible to choose an HOS, Table 5-33 specifies the travel allowances for his or her dependent.

<b>Table 5-33. Dependent Allowances When a Service Member Dies after Retirement or Separation</b>	
<b>When the Service Member Dies</b>	<b>Allowances Authorized</b>
<b>Before Choosing an HOS and Before Submitting a Personal Claim for travel to an HOS*</b>	<ul style="list-style-type: none"> <li>• Dependent PCS travel and transportation allowances to a home of the dependent’s selection at a place where the Service member would have been authorized to select, in par. 051003, from the place where the dependent was last transported at Government expense.</li> <li>• The travel to the HOS must begin within 1 year after the Service member’s last release from active duty unless authorized an extension in accordance with time limitations specified par. 051003.</li> </ul>
<b>After Choosing an HOS and Submitting a Personal Claim for Travel to an HOS*</b>	<ul style="list-style-type: none"> <li>• Dependent PCS travel and transportation allowances for travel to the Service member’s HOS or to some other place selected by the dependent, limited to what it would have cost to travel to the Service member’s HOS from the place where the dependent was last transported at Government expense.</li> <li>• The travel to the HOS must begin within 1 year after the Service member’s last release from active duty unless authorized an extension in accordance with time limitations specified par. 051003.</li> </ul>
*The Service member did not ship HHG and the dependent has not traveled to an HOS.	

## 0512 Other Categories and Situations

### 051201. PCS Orders and The Impact on Allowances

A PCS order must actually direct a PCS. The location where a PCS order is received may impact the allowances authorized. Authorization for dependent travel and transportation allowances must be included in the PCS travel order or in an amended or supplemental travel order.

A. Place Where Allowances Begin. When an order to active duty is received at, and begins from, a place other than where the order was addressed, PCS allowances are authorized from the place where travel begins and orders were received to the new PDS. The allowances are limited to what it would have cost to travel from the place where the orders were addressed to the new PDS.

B. PCS Order Received While at TDY Location.

1. Service Member. When a PCS order is received while on a TDY order, and the Service member returns to the old PDS, he or she is authorized PCS allowances from the TDY location to the old PDS and from the old PDS to the new PDS via any TDY en route locations. This includes a situation where the PCS order designated the TDY location as the new PDS effective immediately.

2. Dependent Travel. When a Service member receives a PCS order while on leave or on a TDY order, the Service member is authorized dependent travel and transportation allowances, limited to the authorization for travel from the old to the new PDS.

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

D. PCS Order Received While at Leave Location. When a PCS order is received while the Service member is on leave from:

1. The TDY location, and he or she returns to the old PDS from the leave point, then the Service member is authorized PCS allowances from the leave point to the old PDS, and from the old PDS to the new PDS via any other TDY en route location. The total amount of travel and transportation allowances are limited to the allowances from the original TDY location to the old PDS and from the old PDS to the new PDS via any other TDY en route location.

2. The old PDS, and he or she begins travel from the leave location, PCS allowances are authorized from the place where the PCS order is received to the new PDS, limited to the allowances from the old PDS to the new PDS.

E. Order Amended, Modified, Canceled, or Revoked after Travel Begins.

1. Service Member

a. When a PCS order is amended or modified and names a new PDS or an en route TDY location, PCS allowances are authorized from the old PDS to the location where the amended or modified order is received, and from there to the last named new PDS. The amount payable is limited to travel from the old PDS to the last named new PDS, via any en route or added en route TDY locations and the

first named PDS.

b. When a PCS order is canceled, returning the Service member to the old PDS, PCS allowances are authorized from the old PDS to the location where the cancellation notification was received, and from that location back to the old PDS. The amount payable is limited to travel from the old PDS, via any en route TDY locations and the first named PDS.

2. Dependent Travel. When a PCS order is amended or modified after the date the dependent begins travel and a new PDS is designated, or the PCS order is canceled or revoked, then dependent PCS travel and transportation allowances are authorized. Allowances are payable for the distance from the place where the dependent began travel to the place where he or she received notification that the order was amended, modified, canceled, or revoked, and from that location to the new PDS or return to the old PDS. This is limited to the travel and transportation allowances for the distance from the old PDS to the original new PDS and then to the PDS on the most recent order or return to the old PDS.

F. Change of Activity. A document directing a change of activity at the same PDS is not a PCS order, regardless of any statement on the document to the contrary.

### **051202. Travel to or From a Designated Place**

A. Travel to or from a Designated Place. A Service designated official may authorize or approve travel and transportation allowances to or from a designated place when the Service member must travel to the designated place en route between PDSs to assist in moving dependents, to assist dependents with HHG shipment, or to assist dependent transportation by POV. The Service member must travel to the designated place before traveling to the new PDS.

1. The travel and transportation allowances authorized are from the old PDS to:
  - a. The designated place and then to the new PDS.
  - b. The designated place to any TDY locations and then to the new PDS.
  - c. Any TDY locations to the designated place and then to the new PDS.
2. The Service member cannot be paid PCS allowances for round-trip travel between a TDY location and a designated place.
3. On the next PCS that results in dependent relocation, the Service member is authorized PCS allowances for travel from the old PDS to either any TDY location and the designated place and then to the new PDS *or* to the authorized processing station, if appropriate, then to the designated place, and then to the HOS, HOR, or PLEAD.

B. Service Member no Longer Has Dependents. If a Service member is divorced, or dependents die, before the next PCS order's effective date and the Service member no longer has dependents at the designated place, the Service member may be authorized PCS allowances to travel to the designated place to pick up HHG, personal items, or the Service member's or dependent's POV.

### **051203. PCS with TDY at a Location Near, but Outside the Limits of, the Old or New PDS**

A. Eligibility. This paragraph applies when a Service member is ordered on a PCS with a TDY en route, and the TDY is near the old or new PDS or the TDY is at or near the home port when the PDS is a ship or afloat staff.

B. Allowances

1. No per diem is authorized if the Service member commutes to the TDY location from the quarters occupied while attached to the old PDS or from the permanent quarters the Service member intends to occupy at the new PDS.

a. Old PDS quarters are no longer permanent quarters on or after the PCS HHG weight allowance transportation date.

b. New PDS quarters become permanent quarters on or after the date the PCS HHG weight allowance shipment is accepted.

2. A Service member who is *required* to purchase meals at personal expense outside the PDS limits may be reimbursed for the cost as an occasional meal. See par. 020305 for occasional meals.

3. Transportation expense incurred in commuting between the quarters at the old or new PDS and the TDY location may be paid as specified in Chapter 2.

4. A Service member who detaches or signs out of the old PDS, performs a TDY en route elsewhere, and returns for a TDY en route to a location near the old PDS is authorized per diem at the location near the old PDS.

### **051204. PCS Travel Associated with Custody Change**

Dependent travel and transportation allowances are not authorized for a dependent child who is not under the Service member's legal custody and control on the PCS order's effective date (B-131142, June 3, 1957). Dependent travel and transportation allowances are authorized when a Service member is granted legal custody or legal joint custody, or otherwise acquires custody lawfully after the effective date of his or her PCS order, such as when the custodial parent dies or when a child chooses to join a Service member after a court order lapses at age 18.

### **051205. PCS Travel Associated with an Evacuation and Safety**

A. Service Member Ordered on a PCS from a PDS from which Dependents have been Evacuated. A Service-designated official may authorize or approve PCS travel and transportation allowances to a designated place or safe haven, as applicable, when the Service member is ordered on a PCS from a PDS where dependents were evacuated. The Service member must travel to the designated place before he or she completes PCS travel.

1. The Service member may be authorized or approved to travel to the designated place or safe haven when he or she must assist in the transportation of a dependent or HHG, pick up personal items, or personally drive his or her POV. The allowances authorized are from the old PDS to:

- a. The designated place or safe haven, and then to the new PDS.
- b. The TDY location and then to the designated place or safe haven, and then to the new PDS.
- c. The designated place or safe haven and then to the TDY location, and then to the new PDS.
- d. The authorized processing location, and then to the designated place or safe haven, and then to the HOS, HOR, or PLEAD, as applicable.

2. Travel allowances cannot be paid for round-trip travel between a TDY location and a designated place or safe haven.

**B. Service Member Ordered to a PDS in the CONUS Where Dependent Travel is Delayed or Restricted by an Ordered Evacuation or Natural Disaster**

1. The Services may request the designation of geographic areas within the CONUS as “non-concurrent travel application areas” when evacuations or major disasters occur, subject to approval by the Assistant Secretary of Defense for Management and Reserve Affairs (ASD(M&RA)). This authority is used when military installations or the surrounding geographic areas infrastructure cannot support the dependent at the duty location (see [DoDI 1315.18](#)). Service M&RAs must request non-concurrent travel restriction authority through the Joint Chiefs of Staff or J1 for further coordination with the Services concerned, including Coast Guard, before submitting a recommendation to the ASD(M&RA) for concurrence, approval, and adjudication. Non-DoD Services are not subject to the DoDI, but should coordinate their policies with ASD(M&RA) for uniformity among Service members. See Section 0509 and par. 051202 when the Service member travels on a PCS order from the old PDS via the dependent’s designated place before reporting to the new PDS.

2. When the dependent travels on a PCS order en route to the new PDS that is 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. The Service member selects an “awaiting further transportation” location for the dependent. Dependent travel and transportation allowances at the “awaiting further transportation” location are the standard travel and transportation allowances specified in Chapter 2. PCS allowances from the “awaiting further transportation” location to a designated place or the new PDS are authorized.

3. Designation of an area in the CONUS as a “non-concurrent travel application area.” Upon this designation of an area in the CONUS, dependent travel to locations within the area is not authorized at Government expense until authorized or approved by the Installation Commander or designee. The Service member’s new commanding officer may authorize or approve additional travel time when appropriate according to Service policy. Section 0509 and par. 051202 are not applicable when the designated place has not been declared.

**4. Delayed Dependent Travel between PDSs in the CONUS**

a. PCS Order. The Service member’s PCS order must state that dependent travel to the new PDS must be authorized or approved by the Installation Commander or designee before travel may begin. Once the Installation Commander or designee authorizes or approves the dependent travel, the PCS order must be modified or amended to reflect the change.

b. Delay Anticipated to Be for Less than 20 Weeks from the Service Member's Reporting Date. When the anticipated dependent travel delay is less than 20 weeks from the Service member's reporting date, the dependent is expected to remain at the old PDS and moves to any other location at Government expense are not authorized.

c. Delay Anticipated to Be for 20 or More Weeks from the Member's Reporting Date. When the authority designated through the Secretarial Process denies dependent travel for 20 or more weeks from the Service member's reporting date, the dependent is authorized to move from the old PDS to an authorized designated place. The PCS order must be modified to reflect the authorized designated place. A non-foreign designated place OCONUS may be authorized through the Secretarial Process when both of the following occur:

(1) The domicile of the Service member or spouse before entering active duty, or marriage to the Service member, was at the non-foreign location OCONUS requested as the designated place.

(2) That non-foreign location OCONUS continues to be the Service member's or spouse's domicile.

5. Delayed Dependent Travel from a PDS OCONUS to a PDS in the CONUS. When the old PDS is OCONUS and dependent travel is delayed, regardless of the duration, the dependent is authorized to move from the old PDS OCONUS to an authorized designated place in the CONUS. A non-foreign designated place OCONUS may be authorized by the Installation Commander when the domicile of the Service member or spouse before entering active duty (or marriage to the Service member) was at the non-foreign location OCONUS and that non-foreign location OCONUS continues to be the Service member's or spouse's domicile. The PCS order must state that dependent travel to the new PDS in the CONUS is not authorized until the Installation Commander or designee authorizes or approves further travel. When travel to the new PDS is authorized or approved, the PCS order must be modified or amended.

6. Delayed Dependent Travel within a Designated Non-concurrent Travel Area. This subparagraph applies when the old and new PDSs in the CONUS are non-concurrent dependent travel locations due to an ordered evacuation or natural disaster.

a. Delay Anticipated to Be for Less than 20 Weeks from the Service Member's Reporting Date. When the anticipated dependent travel delay is less than 20 weeks from the Service member's reporting date, dependent travel to any other location at Government expense is not authorized.

b. Delay Anticipated to Be for 20 or More Weeks from the Service Member's Reporting Date. When the Secretarial Process denies dependent travel for 20 or more weeks from the Service member's reporting date, the dependent is authorized travel from the old PDS to an authorized designated place. The PCS order must reflect the authorized designated place. A non-foreign designated place OCONUS may be authorized through the Secretarial Process when both of the following occur:

(1) The domicile of the Service member or spouse before entering active duty, or marriage to the Service member, was at that non-foreign location OCONUS requested as the designated place.

(2) That non-foreign location OCONUS continues to be the Service member's or

spouse's domicile.

7. Dependent Travels to an Alternate Location other than the Authorized Designated Non-concurrent Travel Area in the CONUS

a. When a dependent travels (separately or as a family) to a location not authorized or before an amended or modified PCS order is issued, then he or she can be reimbursed for travel and transportation only when a PCS order is issued that authorizes the dependent's travel to the new PDS. This applies when the dependent travels from any of the following:

(1) the United States or a non-foreign PDS OCONUS from which the Service member is ordered when an expected delay is less than 20 weeks from the Service member's reporting date.

(2) the foreign PDS OCONUS from which the Service member is ordered, to a location other than the designated place when an expected delay is less than 20 weeks from the Service member's reporting date. A non-foreign designated place OCONUS may be authorized through the Secretarial Process when the domicile of the Service member or spouse before entering active duty (or marriage to the Service member) was at the non-foreign location OCONUS requested as the designated place and that domicile has not changed.

b. When a dependent travels (separately or as a family) to a location other than the designated place before going to the PDS when an expected delay is 20 or more weeks from the Service member's reporting date, then he or she is authorized travel and transportation allowances, limited to the Government's travel and transportation costs directly from the last place the dependent was moved at Government expense to the new PDS.

(1) A non-foreign designated place OCONUS may be authorized through the Secretarial Process when the domicile of the Service member or spouse before entering active duty (or marriage to the Service member) was at a non-foreign location OCONUS requested as the designated place and the domicile has not changed.

(2) Section 0509 and par. 051202 do not apply when the dependent's authorized designated place is unknown. Excess travel costs involving the dependent-selected location are the Service member's financial responsibility.

C. Travel and Transportation for a Dependent Relocating for Personal Safety. The Service member's spouse or a dependent child's parent or court-appointed guardian may request relocation for personal safety and may be authorized travel and transportation allowances under this paragraph.

1. Definitions

a. Dependent Child

(1) Dependent or acquired dependent as defined in Appendix A.

(2) A Service member's unmarried child who was transported to the Service member's PDS at Government expense and who, due to age, graduation, or termination of enrollment in an institution of higher education, would otherwise cease to be the Service member's dependent while the Service member was serving at that location.

b. Dependent Abuse Offense (10 USC §1059(c)). A “dependent abuse offense” is a criminal conduct by a Service member on active duty for 31 or more days that involves abuse of the spouse or dependent child. This criminal offense is specified in regulation prescribed by the Secretary of Defense under 10 USC §1059(k).

2. Relocation may be authorized if the Service-designated official determines that:

a. The Service member has committed a dependent abuse offense against a Service member’s dependent.

b. A safety plan and counseling have been provided to the dependent.

c. The dependent’s safety is at risk.

d. Dependent relocation is advisable.

e. Dependent relocation is in the Government’s best interest and that of the Service member or dependent.

3. Allowances

a. Transportation for the Service member’s dependent, baggage, and HHG may be authorized from the PDS to the designated relocation site in the United States, or its possessions, or if the dependent is a foreign national to the dependent’s native country when a PCS order has not been issued, or when it has been issued, but cannot be used for this transportation.

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

(2) Transportation of HHG in NTS to the designated relocation site may be authorized.

b. If the Service member’s PDS is OCONUS, transportation may be authorized for one POV that is owned or leased by the Service member or dependent and is for the Service member’s dependent’s personal use.

c. HHG or POV transportation may be authorized only if the Service member’s written agreement, or an order of a court of competent jurisdiction, grants HHG or POV possession to the Service member’s spouse or dependent.

4. Reimbursement. 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 Service member (37 USC §476(h)(4)(A)).

### **051206. Limited PCS Allowances for a Selected Reserve Member**

A. Eligibility. A Service member who is filling a vacancy in a Selected Reserve unit at a duty location that is more than 150 miles from his or her primary residence may be eligible for limited PCS allowances. Additionally, to be eligible for the limited PCS allowances, the Service member must:

1. Have been involuntarily separated under other than adverse conditions, as defined by the Secretary concerned, that occurred in all of the following time frames:

- a. Between 1 October 2012 and 31 December 2018.
- b. During the 3 years preceding the current PCS.
- c. While assigned to a Selective Reserve unit adversely affected by force structure reductions 1 October 2012 through 31 December 2018.

2. Be filling a vacancy in a Selected Reserve unit with a critical manpower shortage or be qualified in a skill designated as critically short by the Secretary concerned.

B. Allowances. All PCS travel and transportation allowances in this paragraph may be provided to a Service member only once and are funded by the Selected Reserve unit filling the vacancy.

1. Standard PCS travel and transportation allowances are authorized for the Service member and his or her dependent, including HHG transportation and SIT. A funds advance may be made for these allowances.

2. There is no authorization for DLA, TLE, or POV shipment or storage.

### **051207. Indeterminate Temporary Duty (ITDY)**

A. Eligibility. A Service member and a dependent may be eligible for travel allowances when the Service member is traveling in connection with an indeterminate TDY (ITDY). Only a Service headquarters can authorize or approve an ITDY.

B. Allowances. A Service member at the ITDY location receives allowances as specified in Section 0312.

#### 1. General Allowances

a. DLA is payable to a Service member when a dependent relocates under an ITDY order. See Section 0505 for DLA specifics.

b. Dependent transportation is authorized under this paragraph the same as for PCS.

c. The MALT as specified in par. 050203 applies unless the dependent accompanies the Service member to the TDY location traveling in the same POV. If the dependent travels as a passenger, no MALT is payable for the dependent since the Service member receives PCS mileage.

d. HHG Transportation. See par. 031201 for HHG transportation.

2. Travel to or from the Old PDS or Alternate Place En Route to the ITDY Location. A Service member may be authorized PCS travel and transportation allowances to accompany a dependent to the alternate place from the old PDS. The Service member's travel must be determined through the Secretarial Process as necessary to assist the dependent and not for personal convenience. The Service member may travel to the dependent's alternate place while en route to an ITDY location when

authorized through the Secretarial Process and only to help the dependent move from one location to another when the move is, or was, at Government expense.

a. When authorized, the Service member may accompany the dependent to the alternate place while en route to the ITDY location, or as a separate PCS round trip between the old PDS and alternate place at Government expense before departing on the ITDY order ([B-199354, July 1, 1981](#)).

b. Travel and transportation allowances are not authorized for travel before the official written ITDY order is issued. Government-funded, round-trip transportation is not authorized between the ITDY location and the alternate place to help a dependent relocate.

3. Service Member Returns to Old PDS or Travels Via Old PDS En Route to the New PDS

a. The Service member is authorized PCS travel and transportation allowances from the ITDY location via one of the following:

(1) The alternate place where the dependent was moved at Government expense, en route to the old PDS, or en route to the new PDS.

(2) The old PDS, to the alternate place where the dependent was moved at Government expense, and to the new PDS. Return to the old PDS before travel to the new PDS via the alternate place must be stated in the Service member's order *or* authorized or approved through the Secretarial Process.

b. It must be determined through the Secretarial Process that it is necessary for the Service member to assist the dependent in relocating to the PDS and not for personal convenience, such as a visit. Arranging an HHG or POV shipment is not an authorized reason.

c. Dependent travel reimbursement is limited to travel directly from the alternate location to either the old PDS or the new PDS.

d. If the dependent was not relocated to an alternate place and stayed at the PDS from which the Service member departed on ITDY, the Service member receives PCS travel and transportation allowances from the ITDY location via the old PDS to the new PDS, if the new PDS is known.

e. The Service member's PCS travel and transportation allowances between the ITDY location and alternate place or previous PDS where the dependent is located is limited to the Government's constructed cost. POV travel is not usually authorized to the alternate location or previous PDS from the ITDY location.

f. Travel and transportation reimbursement is not authorized when the Service member reports to the new PDS on a subsequent PCS travel order before accompanying the dependent. The Service member is financially responsible for the travel and transportation expenses to the alternate place or previous PDS to accompany the dependent.

4. Service Member Returns to the Old PDS

a. When the ITDY ends, and the Service member receives an order to return to the old PDS, he or she may travel to where the dependent was last moved at Government expense to assist with dependent travel and transportation en route to the old PDS.

b. Return transportation from the CONUS to a PDS OCONUS must not be authorized or approved unless at least 12 months remain in the Service member’s tour of duty at that PDS on the later of the following dates:

- (1) Day the dependent is scheduled to arrive at that PDS.
- (2) Day the dependent actually arrives at that PDS.
- (3) Day when command sponsorship is granted again.

5. Dependent Travel

a. Dependent PCS travel and transportation allowances to an alternate place at Government expense, as specified in Table 5-34, are for the dependent to establish a permanent residence during the Service member’s ITDY. Such travel may be authorized at Government expense according to Agency or Service regulations when one of the following apply:

- (1) The Service member is on an ITDY order.
- (2) The Service member’s TDY order does not provide for return to the PDS and either the TDY is expected to be for 20 or more weeks at any one location (except as in par. 010206) or the TDY order does not specify or imply any limit to the period of absence from the PDS.

b. When a dependent is moved at Government expense to the ITDY location or other alternate place and the Service member receives a PCS order at the ITDY location, dependent PCS travel and transportation allowances are authorized for travel to the new PDS, limited to the cost from the ITDY location or alternate place to the new PDS.

<b>Table 5-34. Dependent PCS Allowances While Service Member Is on ITDY</b>		
<b>PDS Location</b>	<b>ITDY Location</b>	<b>Dependent Allowances</b>
<b>CONUS</b>	CONUS	The dependent PCS travel and transportation at Government expense is authorized to any location, limited to the cost from the PDS to the ITDY location.
	CONUS or OCONUS	Dependent PCS travel and transportation allowances are authorized to the old PDS if the Service member is returned to the old PDS from the ITDY.
	OCONUS	Dependent PCS travel and transportation allowances must be authorized or approved through the Secretarial Process. For travel to a location OCONUS, the Service member must have at least 12 months remaining in the tour of duty at the TDY location OCONUS on the date the dependent is scheduled to arrive, or actually arrives, OCONUS. When authorized or approved, transportation may be authorized from the PDS to the ITDY location or either of the following: <ul style="list-style-type: none"> <li>● A location in the CONUS.</li> <li>● A non-foreign location OCONUS if it is the Service member’s HOR, PLEAD, or legal residence before entering active duty or was the spouse’s legal residence at the time</li> </ul>

<b>Table 5-34. Dependent PCS Allowances While Service Member Is on ITDY</b>		
<b>PDS Location</b>	<b>ITDY Location</b>	<b>Dependent Allowances</b>
		of marriage.
<b>OCONUS</b>	OCONUS	Dependent PCS travel and transportation at Government expense is authorized to any location, limited to the cost from the PDS to the ITDY location. Dependent travel to an alternate location in the CONUS may be authorized through the Secretarial Process with no cost limitation if it is in the Government's best interest.
	CONUS or OCONUS	The Service member must have at least 12 months remaining in his or her tour OCONUS when the dependent is scheduled to or actually arrives OCONUS if the Service member is returned to the old PDS from the ITDY.
	CONUS	Dependent PCS travel and transportation allowances may be authorized or approved through the Secretarial Process to the ITDY location, or other alternate location, limited to the cost from the PDS to the ITDY location.

# CHAPTER 5: PERMANENT DUTY TRAVEL (PDT)

## SUBCHAPTER 1: SERVICE MEMBERS

### PART C: HOUSEHOLD GOODS (HHG) TRANSPORTATION

The topic of household goods (HHG) transportation includes a variety of functions associated with getting a Service member's or dependent's personal belongings from one location to another. Included in this section is the policy for the actual transportation or relocation of HHG, storage of HHG, and the various transportation methods available. Also in this section are the allowances for transportation of unaccompanied baggage; professional books, papers and equipment (PBP&E); and required medical equipment. A Service member is authorized transportation of HHG when moving is necessary due to a permanent change of station (PCS) or other reasons specified in this section.

### 0513 Standard Allowances

#### 051301. Basic Transportation

A. Government's Maximum Obligation. A Service member can move his or her HHG in as many lots as desired from one or more locations. However, the Government's obligation, and maximum payment, is what the cost would be to transport the Service member's maximum weight allowance between authorized locations in one lot at the Government's "Best Value" cost. For a U.S. Public Health Service member, the limitation is to the Government's "Best Value," the overall lowest cost, or other USPHS-selected method. [The Defense Transportation Regulation \(DTR\), Part IV, Chapter 403](#) contains details on "Best Value" costs, including when a boat or personal watercraft exceeding 14 feet, with the trailer, is transported as HHG.

B. Authorized Locations. Authorized locations include, but are not limited to, any combination of the locations in Table 5-35.

<b>Table 5-35. Authorized Locations to Send or Receive HHG</b>		
<b>Origin is from a...</b>	<b>En route or in-transit from...</b>	<b>Destination from a...</b>
1. Residence or quarters to a packing, crating, or storage facility. 2. Packing or crating facility to quarters or residence when a portion of the HHG, after being packed and crated, is to join the remainder of the HHG. 3. Packing or crating facility to a storage facility. 4. Residence or quarters to a carrier's location. 5. Packing, crating, or storage facility to a carrier's location.	1. The incoming carrier's location to a storage facility. 2. A storage facility to an outgoing carrier's location. 3. An incoming carrier's location to an outgoing carrier's location.	1. Carrier's location to a residence or quarters, or a storage location. 2. Storage location to a residence or quarters.

C. Re-Transportation of HHG. Once the Government has transported HHG, no further transportation of that HHG is authorized under the same order for a Service member's convenience to another place.

D. Additional Transportation. If a Service member does not transport the total authorized HHG weight allowance to a new permanent duty station (PDS), the remainder of the weight allowance can be transported at a later date. The HHG must have been in the Service member's possession before the effective date of the PCS order from the PDS where the HHG was not transported. The Government's cost to transport the HHG is limited to the cost to transport the PCS weight allowance in one lot from the old PDS to the new PDS. See [Computation Example](#).

E. HHG Lost, Damaged, or Destroyed. Replacement HHG, up to the full weight allowance, may be transported when the original HHG shipment is destroyed or lost during transportation through no fault of the Service member. The replacement HHG is transported as though the original shipment was improperly transported or unavoidably separated from the Service member. If HHG is lost, damaged, or destroyed while being transported by the Government, claims are submitted as specified in Service regulations.

### **051302. Effect of an Order Issuance on HHG Transportation**

A. Impact of Order Effective Date. HHG allowances are based on the PCS order's effective date; although, the HHG may be transported as long as the HHG authority remains in effect. The weight allowance is based on the grade held on the effective date of the order authorizing the HHG transportation. See par. 051401 for a Service member reduced in grade.

#### **B. HHG Transportation before an Order Is Issued**

1. HHG transportation before a PCS order is issued is authorized if the request for transportation is supported by all of the following:

a. A statement from the AO or designated representative that the Service member was advised before such an order was issued that it would be issued.

b. A written agreement, signed by the applicant, 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 the AO's statement.

c. A written agreement, signed by the applicant, to pay the entire transportation cost if a PCS order is not later issued to authorize the transportation.

2. The length of time before the PCS order is issued, during which a Service member may be advised that an order is to be issued, is limited to the relatively short period between the time when a determination is made to order the Service member to make a PCS and the date the order is actually issued.

3. HHG transportation before a PCS order is issued is authorized for a Service member assigned to a ship that has been scheduled for an overhaul, if the AO or designated representative provides a statement that the ship's home port is to be changed due to the overhaul. This statement may be issued when there are fewer than 90 days between the time when a specific overhaul site is determined

and the actual ship's departure to the overhaul site. If the scheduled ship overhaul is canceled, HHG must be transported to the proper destination at Government expense ([59 Comp. Gen. 509 \(1980\)](#)).

4. General information furnished to the Service 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, or expected rotation date from duty OCONUS) is not advice that the order is to be issued and cannot be used as a reason to transport HHG before the PCS order is issued ([52 Comp. Gen. 769 \(1973\)](#)).

C. Time Limitation. Unless otherwise specified in the JTR, a Service member's HHG transportation authority may be used any time while the order remains in effect and before receipt of another PCS order, as long as the HHG transportation is due to the Service member's PCS rather than for personal reasons ([45 Comp. Gen. 589 \(1966\)](#) and [B-183436, July 22, 1975](#)).

D. Order Amended, Modified, Canceled, or Revoked. HHG transported after a PCS order is received must be shipped to the proper destination at Government expense if the order is later amended, modified, canceled, or revoked.

### **051303. Alcohol and Firearms**

A. Alcoholic Beverage Transportation. Alcoholic beverage transportation as HHG must conform to [27 USC §122](#).

B. Firearm Transportation. Transportation of firearms as HHG for an Armed Services member must conform to [18 USC, §§922\(g\)\(6\), \(8\), and \(9\)](#). Department of Defense (DoD) Services see [DoD Instruction \(DoDI\) 6400.06](#) (Domestic Abuse Involving DoD Military and Certain Affiliated Personnel) for additional information. Non-DoD personnel should see Service regulations.

### **051304. Professional Books, Papers and Equipment (PBP&E) and Required Medical Equipment**

A. PBP&E. A Service member is authorized PBP&E when he or she certifies that the PBP&E are necessary for official duty at the next PDS. The next PDS includes the home of record (HOR) or home of selection (HOS) upon leaving the Service. PBP&E must be declared at the origin of the shipment, and must be documented (to include certification or approval) according to Agency or Service transportation procedures.

1. The weight of PBP&E is not included in the maximum authorized HHG weight allowance. The PBP&E maximum weight allowed is limited to 2,000 pounds net weight. This limit was effective May 2014, and cannot be waived or increased except as specified below.

a. A Service member may exceed the 2,000 pound weight limit when returning from outside the continental United States (OCONUS) or executing a consecutive overseas tour (COT) if orders OCONUS were issued before May 1, 2014.

b. PBP&E over 2,000 pounds must have been originally shipped at Government expense to the location OCONUS. The Service member may ship the same amount of PBP&E that was originally shipped OCONUS.

2. Once PBP&E shipped OCONUS are returned to the continental United States (CONUS), there is no authorization or waiver authority to exceed the 2,000-pound limit on a later order.

3. The obligation to return PBP&E is limited to the amount of PBP&E the Government initially authorized to be shipped OCONUS, even if that is less than the 2,000-pound maximum limit.

4. The Service member may request through the Secretarial Process that PBP&E belonging to his or her spouse be shipped at Government expense on a PCS move. If approved, the spouse's PBP&E authorized maximum weight is limited to 500 pounds.

5. PBP&E is transported the same way, and to the same authorized locations, as HHG. Transportation may be expedited when shipped as unaccompanied baggage. If an item no longer qualifies as PBP&E, it is considered to be PBP&E for the next PCS, and then is HHG for any subsequent moves. If an item of HHG becomes an item that should be PBP&E but is not declared and documented as PBP&E before the HHG transportation or for that move, the item is included in the HHG weight allowance.

B. Required Medical Equipment. A Service member or a dependent who is entitled to, and receiving, medical care authorized by [10 USC, Chapter 55](#), may ship medical equipment necessary for such care. The medical equipment may be shipped in the same way as HHG, but has no weight limit. The weight of authorized medical equipment is not included in the maximum authorized HHG weight allowance.

1. Required medical equipment does not include a modified personally owned vehicle.

2. For medical equipment to qualify for shipment under this paragraph, an appropriate Uniformed Services healthcare provider must certify that the equipment is necessary for medical treatment of the Service member or the dependent who is authorized medical care under [10 USC, Chapter 55](#).

### **051305. HHG Transportation Not Allowed**

A. No Authority. There is no authority for HHG transportation under any of the following conditions for a Service member:

1. Of a Reserve Component when called or ordered to active duty, including active duty for training, for either of the following durations:

a. Less than 20 weeks.

b. 20 or more weeks when the active duty is for less than 20 weeks at any one location.

2. On leave.

3. Who is absent without leave, a deserter, a Straggler, dropped or dismissed, transferred as a prisoner to a place of detention, or in confinement, except as in par. 052009 and Table 5-22.

4. Due to a court-martial, sentence, or resignation, or an administrative discharge under conditions other than honorable when the Service member is serving in the CONUS and has no dependents. For a Service member who has dependents, see par. 052009 and Table 5-22.

5. Under an order to attend a course of instruction of less than 20 weeks, except when HHG at the TDY weight allowance is authorized.

6. Called or ordered to active duty for basic training for less than 6 months.

7. When a tour OCONUS is for less than 12 months, or less than 12 months remain in a tour OCONUS after the scheduled HHG arrival date at the PDS. An exception allowing HHG shipment is when:

a. Authorization is granted through the Secretarial Process if the HHG shipping time uses a portion of the 12 months at the PDS OCONUS.

b. The Service member is reassigned OCONUS before the specified tour OCONUS is completed due to base closure or similar action in accordance with par. 050807.

c. A Service member is attending a course of instruction, including Foreign Service schools, for 20 or more weeks in accordance with par. 052008.

d. The Secretarial Process authorizes a reduced administrative HHG weight transportation, limited to 10% of the Service member's full HHG weight allowance on an individual basis when Government furnishings or quarters are not available at the PDS for PCS travel unless otherwise indicated on the [DTMO Website](#). The authorization for the reduced administrative HHG weight allowance must be in writing before the official travel. Consider more cost-effective options first, such as transporting it as excess accompanied baggage.

8. Transferred between PDSs in proximity to, or activities at, the same PDS, unless a short distance move is authorized under Section 0519.

**B. Locations in the CONUS to which HHG Transportation is Prohibited**

1. Authorization. A Service member, ordered to duty at a location in the CONUS to which HHG transportation is prohibited or where dependents are not permitted to join the Service member within 20 weeks, is authorized HHG transportation from the last PDS to a designated place in the CONUS and non-temporary storage (NTS).

2. Transportation from the Designated Place and NTS. When the restriction is removed or the Service member is ordered on a PCS to a PDS to which HHG transportation is permitted, transportation is authorized to the PDS from the designated place and NTS.

**051306. Excess Charges**

**A. Government's Responsibility**

1. The Government may pay the total transportation cost and other applicable charges for any weight that exceeds the weight allowance. The Government must collect the excess costs from the Service member.

2. A Service member must repay the Service for the cost of transporting his or her HHG in excess of the specified weight allowance, unless there is specific authorization for an increased weight allowance, limited to 18,000 pounds.

3. All transportation costs are included in determining excess costs, such as storage, accessorial services, and any other costs that the Government paid to move the HHG.

4. When it is known or suspected that a Service member will exceed the maximum weight allowance before transportation, the Transportation Officer should notify the Service member and the office paying for the transportation. The Service member is financially responsible for the excess weight charges even if the Transportation Officer did not notify the Service member or the AO providing transportation funds of the known or suspected excess weight status before transportation ([CBCA 2076-RELO, October 5, 2010](#)).

**B. Determining Service Member’s Excess Cost**

<b>Table 5-36. HHG Transportation in Excess of Authorized Weight Allowance</b>		
<b>If...</b>	<b>And...</b>	<b>Then...</b>
shipping to or from an area with no administrative weight restrictions,	HHG is transported in one shipment, and no HHG is placed in NTS, and excess weight is involved,	compute the total transportation cost, less the transportation cost of unauthorized items as determined in par. 051306-D. The cost of excess net weight is prorated based on the cost of total net weight transported.
	HHG is shipped in multiple shipments with excess weight involved,	compute the excess cost on the shipment so that it results in the lowest cost to the Service member.
shipping to or from an administratively weight-restricted area,	weight in excess of the administrative weight allowance is transported to or from the area OCONUS,	compute the excess costs on the overseas and transoceanic portions of the transportation. Compute the cost of the excess weight so that it results in the lowest cost to the Service member.
	individual shipments are within the administrative weight allowance but when all shipments are added together, the total exceeds the Service member’s authorized weight allowance,	compute the excess cost on the shipment so that it results in the lowest cost to the Service member.

[Computation Example](#)

**C. HHG Transportation Other than between Authorized Locations**

1. A Service member may have HHG transported between any locations. This also applies to a Service member on an order from an administratively weight-restricted area. The Government’s cost, other than between authorized locations, is limited to the ‘Best Value’ cost of transporting the Service member’s maximum PCS HHG weight allowance in one lot for whichever of the following results in the lowest cost to the Government:

- a. From the last PDS to the new PDS or home of the legal heir.
- b. From the actual HHG location to the new PDS or home of the legal heir.

2. When HHG is transported to a designated place at Government expense and later moved to another location at personal expense, excess HHG transportation costs for the next PCS are based on the transportation cost of the Service member's maximum PCS HHG weight allowance from the designated place to the new PDS. If the Service member personally procures transportation for HHG from the designated place to the new PDS, the incentive or reimbursement is based on the Government's constructed cost of the actual weight moved, limited to the PCS weight allowance. See [Computation Example](#)

D. Transportation of Unauthorized Items. Non-HHG items must be transported apart from authorized HHG, and the Service member must make the arrangements for separate transportation. If non-HHG items are transported in the HHG shipment and later disclosed or discovered, the Service member is financially responsible for all identifiable transportation costs for the items. If the transportation cost of the items cannot be established, the weight of the non-HHG items is considered excess weight and the transportation cost is computed as specified in Table 5-36.

E. HHG Transportation with Special Routing or Services Provided.

1. When the Service member requests and is provided special routing or services, he or she is financially responsible for the transportation cost above the cost of transporting the HHG without the special routing or services.

2. Subject to the provisions for excess charges and upon the written request of a Service member or a deceased Service member's heir and his or her agreement to pay any additional cost, he or she may:

a. Turn over the HHG to a Transportation Officer for transportation at different times to the same destination.

b. Have special services used, such as additional valuation, specific routing, special loading, and other special or accessorial services that may involve additional expenses.

c. Have transportation between any points, limited to the Government's constructed cost. However, this option does not apply to HHG if the Service member is not authorized a move to the HOS.

d. Have one final HHG shipment of items legally awarded to a former spouse due to a divorce when a Service member is authorized transportation under a PCS order, including separation and retirement ([61 Comp. Gen. 180 \(1981\)](#)).

F. Transportation Costs Caused by Negligence. Transportation-related costs incurred by the Government due to the negligence of the Service member or the Service member's agent, such as attempted pickup or delivery charges when the carrier could not pick up or deliver the HHG as scheduled, are considered excess charges and are the Service member's responsibility.

G. Weight Additive Items. When HHG includes an item for which a carrier assesses a weight additive, the weight additive is added to the shipment's actual net weight each time the weight is computed. It becomes part of the weight shipped for comparison against the weight allowance in Section 0502. Special packing, crating, or handling expenses for these items are the Service member's financial responsibility.

### **051307. Advance of Funds**

Advance payment of an operating allowance is authorized for personally procured HHG transportation depending on the type of move the Service member chooses. An advance payment is authorized for any of the following:

- A. A monetary allowance equal to the constructed expenses for transportation arranged when Government-procured HHG transportation or NTS is not available.
- B. A monetary allowance equal to the constructed expenses, limited to 100% of the Government's maximum obligation, for transportation arranged when Government-procured transportation and NTS is available but the Service member personally procures the HHG transportation.
- C. An amount equal to 60% of the personally procured move (PPM) monetary allowance when the Service member moves his or herself. Under the PPM monetary allowance, the Service member or next of kin, as appropriate, receives payment of an amount equal to 95% of the Government's constructed "Best Value" cost for the actual HHG weight transported up to the Service member's maximum authorized weight allowance.

## **0514 HHG Weight**

### **051401. Authorized PCS Weight Allowances**

The authorized PCS weight allowance is normally determined by a Service member's grade on the effective date of the PCS order, and whether or not the Service member has dependents on the effective date of the PCS order. This section also covers circumstances when the PCS weight allowance is based on other factors.

A. Composition. Table 5-37 specifies the authorized weight allowances for a Service member. The weight allowance for a Service member authorized in this table is the total combined weight of any HHG shipped, plus any unaccompanied baggage shipped, and any HHG in storage. See [Computation Examples](#).

1. The weight of PBP&E and required medical equipment is not included in the HHG weight allowance authorized. See par. 051304 for details on PBP&E and required medical equipment.
2. The weight of accompanied baggage or excess accompanied baggage is also not included in the authorized weight allowance.

B. Dependent Eligible to Travel. For Table 5-37, a Service member with dependents is one who has a dependent eligible to travel at Government expense due to a PCS, regardless if the dependent actually travels. For a Service member's first PCS after either the death of all of the Service member's dependents, or a divorce that leaves the Service member with no dependents eligible to travel at Government expense, the Service member's weight allowance remains at the with-dependent rate.

C. Grade Determination. A Service member appointed from either an enlisted or warrant officer grade to a commissioned officer grade, or from an enlisted grade to a warrant officer grade, is authorized the greater of the weight allowance for the grade held on the PCS order effective date or for the grade held at the time the appointment was accepted. If the Service member's grade reverts to the prior grade, he or she is authorized the greater of those two weight allowances.

D. Special Senior Enlisted Members. A Service 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, Master Chief Petty Officer of the Coast Guard, or Senior Enlisted Advisor to the National Guard Bureau is authorized a weight allowance of 17,000 pounds with dependents or 14,000 pounds without dependents for a PCS order issued on or after receiving notice of selection to that position. The Service member is authorized these weight allowances for the remainder of his or her military career.

<b>Table 5-37. PCS and NTS Weight Allowances (Pounds)</b>		
<b>Grade</b>	<b>With Dependents</b>	<b>Without Dependents</b>
0-10 to 0-6	18,000	18,000
0-5 or W-5	17,500	16,000
0-4 or W-4	17,000	14,000
0-3 or W-3	14,500	13,000
0-2 or W-2	13,500	12,500
0-1, W-1, or Service Academy Graduate	12,000	10,000
E-9	15,000	13,000
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 Cadet	8,000	7,000
Service Academy Cadet or Midshipman		350

**051402. Exceptions to the Authorized Weight Allowance**

A. Administrative Weight Limitations

1. The weight allowances can be administratively restricted at a PDS OCONUS based on factors at that location. Such factors include whether HHG is supplied at the PDS, if there is limited space for HHG in Government quarters or private-sector housing, and if there is limited storage for excess HHG in the area. The [DTMO Website](#) specifies locations having administrative weight limitations.

2. Services establish item allowances for a specific location. Services must coordinate so that allowances are uniform for all Service members of all Services by grade and dependency status in the area.

3. When the new PDS is an administrative-weight-limited location, the Service member is authorized HHG transportation to a designated place or to NTS for the remainder of the HHG weight allowance in Table 5-37 that could not be shipped to the new PDS.

B. Administrative Weight Limitations not Applicable. Administrative weight limitations do not apply to:

1. HHG shipments from non-foreign areas OCONUS to any location where there is no administrative weight limitation.

2. A Service member with a weight allowance of less than 2,500 pounds.

3. A Service member on duty as a U.S. Defense Attaché.

C. Exceptions to Administrative Weight Limitations. A Service member may request an exception to the administrative weight limitation through the Secretarial Process when the weight listed on the [DTMO Website](#) for the location is insufficient. The combined weights of the HHG shipped and those in NTS cannot exceed the Service member's weight allowance authorized in Table 5-37. Exceptions may be granted in the following circumstances:

1. Items normally furnished by the Government at the new PDS are unavailable. The administrative weight allowance is increased in an amount equal to the weight of personally owned substitute furnishings.

2. A Service member is assigned to a consecutive overseas tour (COT) from an unrestricted-weight location to an administrative-weight-limitation location. The Secretarial Process review must ensure that the HHG transportation does not result in extra costs to the Government.

3. A Service member extends a tour for 1 year or longer within the same weight limitation location.

4. A Service member departs from an administrative-weight-limitation location and he or she had acquired additional furnishings through marriage after assignment to that location. A Service member who acquires a dependent after the effective date of the PCS order to an administrative-weight-limitation location is not authorized transportation for the acquired dependent's HHG or an increase in the weight allowance to that PDS OCONUS.

5. The Service determines that circumstances exist that would cause undue hardship if the administrative weight limit was enforced.

D. Unaccompanied Tour Administrative Weight Limitations

1. Requests for unaccompanied tour location weight limitations must specify:

a. The location where the weight allowance is to be limited.

b. The proposed new administrative weight allowed and the reasons for the HHG weight allowance reduction.

c. The effective period for the decreased weight allowance.

d. The Services affected by the request and the results of the coordination with those Services.

2. Requests must be coordinated locally and then coordinated through the Secretarial Process of each affected Service. Once coordinated through all of the affected Services, the request is then sent to the PDTATAC MAP and CAP members for final review and determination. After the PDTATAC MAP

and CAP members approve a weight-limitation request, the location will be listed on the [DTMO Website](#). Weight restrictions for locations not listed on the [DTMO Website](#) are not valid.

3. All Services at a location are equally affected by any approved weight restriction.

E. **Higher Weight Allowances.** Each Service will designate either the Secretary concerned or the Secretarial Process as the approval authority level to authorize a higher weight allowance than that authorized in Table 5-37. No general policy statements are permitted and higher weight allowances will be authorized only on an individual basis. Any increase must meet all of the following requirements:

1. Must be authorized only for a Service member in the pay grade O-5 or below.

2. Is limited to a total HHG weight of 18,000 pounds.

3. Must be documented in a written determination from the approval authority that failure to increase the Service member's weight allowance would create a significant hardship to the Service member or dependent.

F. **Service Member Married to Another Service Member or Married to a Civilian Employee**

1. Table 5-38 specifies the weight allowance limitations for a PCS HHG shipment when both spouses move to a location with an administrative weight allowance and both have PCS orders.

<b>Table 5-38. PCS Weight Allowance Limitations for a Service Member Married to Another Service Member or to a Civilian Employee</b>	
<b>If...</b>	<b>Then...</b>
1. both Service members are currently assigned to the same PDS, or a nearby PDS in the same area where they jointly occupy a residence, and their new orders are both to the same PDS or nearby PDSs where they will jointly occupy a residence,	the couple is limited to one administrative weight allowance based on the higher-ranking Service member's weight allowance.
2. both Service members are currently assigned to the same PDS or nearby PDSs where they jointly occupy a residence, but new orders are to different PDSs where they will occupy separate residences,	each Service member is individually authorized an administrative weight allowance.
3. both Service members are currently assigned to different PDSs and occupy separate residences, and the new orders are to the same or nearby PDSs where they will jointly occupy a residence,	each Service member is individually authorized an administrative weight allowance.
4. a Service member is married to another Service member,	each Service member is authorized unaccompanied baggage transportation, transportation of PBP&E, and transportation of required medical equipment, if all other criteria are met.
5. one spouse is a Service member and the other spouse is a civilian employee,	the Service member's administrative weight allowance is based on the higher PCS HHG weight allowance. See par. 051402-A ( <a href="#">FTR § 302-7.2</a> ) for the civilian employee's HHG allowance.

2. When a Service member is married to another Service member, they may combine the weight allowances in Table 5-37 for HHG transportation and NTS when each has a PCS order between PDSs where they are maintaining or will maintain joint residences within commuting distance of the PDSs.

3. For a move involving the separation or retirement of either or both Service members, the HHG weights may be combined if the move is to a joint residence and either of the following apply:

a. The residence is in the new PDS vicinity of the Service member remaining on active duty from which that Service member will commute to the new PDS.

b. The residence is being established by both retiring or separating spouses at the HOS or HOR, limited by the lesser authorization.

4. See par. 052010 if one of the Service members dies.

5. See par. 051402-A for HHG transportation for a civilian employee married to a Service member when both are authorized HHG shipments to the same new PDS.

### **051403. Unaccompanied Baggage**

A. Weight Limitations. Unaccompanied baggage is part of the Service member's authorized HHG weight allowance. When the shipment is to an area that has an administrative weight limit for HHG, the unaccompanied baggage weight is part of the administrative HHG weight limitation. Unaccompanied baggage is subject to specific limitations. If the new PDS is a location with an HHG administrative weight limit, the unaccompanied baggage weight is the lesser of either the administrative weight limit for the PDS location, as specified on the [DTMO Website](#), or one of the following:

1. 2,000 pounds for an active-duty Service member with command-sponsored family members. The 2,000-pound weight limit is for the entire family, not for each traveler.

2. 10% of the authorized weight allowance for an unaccompanied active-duty Service member normally assigned to furnished Government quarters.

3. 2,000 pounds for an unaccompanied active-duty Service member not normally assigned to furnished bachelor enlisted quarters or bachelor officer quarters.

B. Expedited Transportation. Unaccompanied baggage transportation is authorized by an expedited transportation mode when necessary to enable the Service member to carry out assigned duties or to prevent undue hardship on the Service member or a dependent. The unaccompanied baggage, including any PBP&E, is limited to a maximum of 1,000 pounds when transported by commercial air. If unaccompanied baggage is shipped by expedited commercial air, the remaining weight, limited to the unaccompanied baggage weight allowance authorized in this paragraph, may be shipped by regular transportation methods.

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**Note:** If the unaccompanied baggage shipment includes PBP&E or required medical equipment, the PBP&E and required medical equipment weight must be shown separately on the bill of lading.

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**051404. Net Weight Determination**

See Table 5-39 to determine the net weight of HHG and unaccompanied baggage. The appropriate official—ordinarily the Transportation Officer—may deviate from these allowances on the rare occasion when, through no fault of the Service member, the shipment tare weight exceeds the allowances in Table 5-39.

<b>Table 5-39. Net Weight Determination</b>		
<b>Method</b>	<b>Situation</b>	<b>Net Weight</b>
<b>Actual Weight</b>	Weigh HHG and unaccompanied baggage before packing.	The HHG weight allowances are the actual weight of unpacked and uncrated HHG and unaccompanied baggage.
<b>Government-Arranged Transportation</b>	The Government arranges the move. The transporter weighs the HHG and unaccompanied baggage with the internal packing materials.	When the unpacked and uncrated HHG actual weight is known, use the Actual Weight method.
		When unpacked and uncrated HHG actual weight is not known, subtract 10% of the net weight shown on the shipping documents.
<b>Unaccompanied Baggage—Government-Arranged Transportation</b>	The Government arranges the unaccompanied baggage transportation and the net weight of unaccompanied baggage is not known.	Subtract 50% from the gross weight shown on the shipping document.
<b>Direct Procurement Method (DPM) Transportation</b>	Standard Overseas Shipping Boxes Method. HHG is shipped in standard overseas shipping containers, such as type II containers or Government CONEX transporters.	When only the loaded-container gross weight and shipping container weights are known, subtract 20% from the difference between the loaded container gross weight and the empty container stenciled weight.
		When only the shipment gross weight is shown on the shipping document, reduce the gross weight by 50%.
	Crated Transportation Method. Transportation is in a crated condition by DPM, and the actual weight of the unpacked and uncrated HHG is unknown.	Subtract 50% from the weight upon which transportation charges are based.
<b>Not Applicable</b>	HHG and unaccompanied baggage is not weighed and the weight is unobtainable.	Compute the weight at 7 pounds per cubic foot for all shipments.

**0515 Transportation Methods**

HHG transportation is authorized by the transportation mode that provides the required services satisfactorily at the Best Value cost to the Government.

### **051501. Government-Procured HHG Transportation**

When the Government arranges HHG transportation through the Transportation Office, the Service member turns over the HHG to the Government, or the Government's agent, for shipping. The Government then assumes the responsibility for the HHG and for getting the HHG to the correct destination. This shipping method is also called the GBL method, in reference to the Government Bill of Lading that the Government usually uses to pay for the HHG transportation.

### **051502. Personally Procured HHG Transportation**

A Service member or, in the event of a Service member's death, the next of kin, can personally arrange HHG transportation and NTS.

A. Responsibilities. The Service member, or next of kin, when appropriate, who personally arranges for HHG transportation without going through a Government transportation office is responsible for all issues and costs related to any of the following:

1. The Status of Force Agreement (SOFA) if the transportation is to or from a location OCONUS.
2. The use of U.S. flag carriers, import and export processes, tariffs, customs, and—if Service regulations require their use—any available Voluntary Inter-modal Sealift Agreement ship carriers.
3. HHG transportation costs paid by a third party. The Service member or next of kin is not reimbursed for costs paid by a third party.

B. Government Transportation Office not Available. When the Service member personally arranges HHG transportation or NTS because either a Transportation Office is not available or a Transportation Officer instructs the Service member in writing to arrange transportation or storage at personal expense, reimbursement is authorized as follows:

1. The actual cost of shipment up to the maximum allowable weight allowance, not including special routing and services in par. 051306-E.
2. The cost of a direct hire or rental cost of transportation, with or without an operator, not including special routing and services in par. 051306-E.

C. Government-Procured Transportation is Available but not Used. When Government-procured HHG transportation and NTS is available, but the Service member or next of kin, when appropriate, chooses to personally arrange transportation, there are two reimbursement methods.

1. Actual Expense Method
  - a. The actual expense method is when the actual cost of the shipment is reimbursed. Reimbursement is limited to the Government's constructed "Best Value" cost for the actual HHG weight transported, up to the Service member's maximum authorized HHG weight allowance.
  - b. SIT and any small package service arrangements are also reimbursed at the actual cost incurred, limited to the Government's constructed cost for the weight of items stored or transported.

2. Monetary Allowance Method. The second method is the monetary allowance method, also referred to as the personally procured move (PPM). Under this method, the Service member or next of kin, as appropriate, receives payment of a monetary allowance equal to 95% of the Government's constructed "Best Value" cost for the actual HHG weight transported up to the Service member's maximum authorized weight allowance. Regardless of the actual cost of the HHG shipment, a Service member receives 95% of the "Best Value". If the actual cost of the HHG shipment is less than or equal to 95% of the Government's "Best Value", the Service member is authorized payment of 95% of the "Best Value". See the [Internal Revenue Service's](#) rules on the potential tax impact if the 95% payment is more than the actual expenses incurred. If the Service member's actual costs are more than the 95% that this method allows, the reimbursement may be made under the Actual Expense Method.

D. Determining Weight. The weight of HHG transported is normally established with certified weight certificates from a public weigh master or Government scales. The public weigh master is the person who issues the weight certificates. The net weight, or the Service member's authorized weight allowance, whichever is less, is used to determine the Government's constructed cost.

1. Using a constructed weight of 7 pounds per cubic foot may be authorized or approved through the Secretarial Process when weight certificates are not available due to one of the following reasons:

- a. A public scale or Government scale was not available.
- b. The HHG was moved commercially and the carrier or contractor was paid for the move on a basis other than weight.

2. When the carrier or contractor constructs the weight, the carrier or contractor may be requested to substantiate the reasonableness of the constructed weight. If the constructed weight is unreasonable, the Service may base reimbursement on a reasonable weight.

E. Government's Constructed Cost (GCC). The Armed Forces and NOAA use different factors in computing the GCC for HHG transportation than does the USPHS.

1. For the Armed Forces and NOAA, the GCC is determined by using the "Best Value" methodology for the channel and the actual HHG weight up to the Service member's authorized maximum HHG weight as follows:

a. For shipments within the CONUS, between the CONUS and Alaska, and within Alaska (called domestic shipments), the GCC includes the following "Best Value" charges:

- (1) Line haul, packing, and unpacking.
- (2) Line haul factor charges at the origin and destination.
- (3) Short-haul charges for shipments moving 800 or fewer miles.

b. For international shipments, which include shipments to or from Hawaii and to or from U.S. territories and possessions, the GCC includes the "Best Value" "Surface" Single Factor Rate (SFR).

c. Payment of accessorial charges may only be authorized or approved when charges would have been authorized during a Government-arranged move and all applicable tariff approval rules have been met. For details on how “Best Value” costs are determined, see the [DTR, Part IV, Chapter 403](#).

d. For the USPHS, the GCC:

(1) In the CONUS is determined by using the lowest applicable tariff rate plus the applicable packing allowance rate, and then multiplying that sum by the actual HHG weight, which is limited to the Service member’s authorized maximum HHG weight. The USPHS may select an alternate method when appropriate.

(2) To, from, or between locations OCONUS is constructed using the Single Factor Rate or other method selected by USPHS.

F. Final Settlement. Final settlement for reimbursement of personally procured transportation, regardless of the transportation method, is based on the GCC of the actual weight moved, limited to the authorized PCS weight allowance. Submit certified weight certificates or an acceptable constructed HHG weight with the claim for reimbursement. The Government cannot incur moving expenses for HHG that is more than 100% of the Government’s projected cost to transport the HHG commercially.

### **051503. Split Shipments**

A Service member may ship HHG by Government-procured and personally procured transportation. The combined HHG shipments is limited to the Service member’s authorized HHG weight allowance and the Government’s “Best Value” cost to transport the authorized maximum PCS weight allowance in one lot between authorized places. See Section 0521 when HHG split shipment is necessary in connection with moving a mobile home.

### **051504. HHG Improperly Transported or Misdirected**

HHG that is improperly transported or otherwise unavoidably misdirected through no fault of the Service member may be transported at Government expense to the proper destination. This includes HHG transported:

A. When a Service member is officially reported as dead, injured, ill, or absent for 30 or more days in a missing status, or upon death.

B. In connection with the early return of dependents.

C. Under one of the conditions in Section 0520.

## **0516 Transportation of Items of Extraordinary Value**

These items may be transported by an expedited mode that provides satisfactory service at the “Best Value” cost to the Government and cannot be included in unaccompanied baggage. The net weight of such shipments is included as part of the Service member’s authorized PCS maximum weight allowance. Irreplaceable items, or those having extreme financial or sentimental value, are not given special security even though the Service member may purchase extra-value insurance. Examples of items of extraordinary value are items of gold and other precious metals, jewels, valuable art, or rare and costly

collections, and items of substantial value ordinarily worn or carried that are prone to being stolen, such as cameras and binoculars.

## **0517 HHG Expenses Associated with Shipping**

In addition to the actual shipment of the HHG, certain expenses associated with the shipment are considered part of the HHG transportation cost. Costs are allowed up to those associated with the actual weight shipped limited to the authorized weight limit for the Service member. The Government will pay for, or reimburse for, the following services.

- A. Packing, crating, unpacking, uncrating, drayage, and hauling, as necessary.
- B. Special technical servicing to prepare household items for safe transport and use at the destination. This does not include connecting or disconnecting appliances.
- C. Use of special rigging and equipment, such as cranes for HHG other than boats, for heavy or delicate items and handling.
- D. Storage in transit (SIT) up to 90 days, as applicable.

## **0518 HHG Storage**

SIT is included as part of HHG transportation unless specifically prohibited. . NTS may be authorized or approved as an alternative to HHG transportation for any or all of a Service member's HHG when storage is in the Government's best interest.

A. Storage in Transit (SIT). SIT may be authorized or approved at any DoD-approved storage facility at the origin, the destination, or any point in between. SIT cannot begin before the date the HHG is released to a transportation service provider or to the Government for transportation. The time limit is cumulative and may accrue at any combination of the origin, the destination, or any point in between. The Service member is financially responsible for SIT storage charges that accrue after the appropriate time limit expires if the HHG is not removed and additional time has not been authorized under this section.

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**Note:** The actual SIT time-period restrictions must be enforced, regardless of commercial billing practices.

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1. A Service member on a PCS order is authorized 90 days of SIT for authorized HHG, unless specifically prohibited by this section.
2. When the HHG cannot be withdrawn during the first 90 days due to conditions beyond the Service member's control, a Service member may request a time-limit extension.
  - a. A Service-designated official may authorize or approve SIT for 90 or fewer additional days.
  - b. The Service member must state in writing the reasons that additional SIT is required. Additional SIT may be authorized or approved due to circumstances beyond the Service member's control, such as:

- (1) Serious illness of the Service member.
- (2) Serious illness or death of a dependent.
- (3) Directed TDY after arrival at the PDS.
- (4) Non-availability of suitable civilian housing or awaiting completion of a residence under construction.
- (5) Acts of God.
- (6) Impending assignment to Government quarters, Government-controlled quarters, or privatized housing.

3. When the HHG in SIT at Government expense cannot be withdrawn within the first 180 days for circumstances beyond the Service member's control, a Service-designated official may authorize or approve additional SIT upon request.

a. The Service-designated official may authorize or approve the request to extend the SIT beyond the first 180 days for a Service member who is on a TDY, or deployed for 90 or more days or for an indefinite period.

b. A Service member may be authorized or approved SIT for more than the 180-day time limit through the Secretarial Process for reasons that the Service concerned deems appropriate and are beyond the Service member's control. The reason must result in his or her inability to take possession of the HHG within the 180-day time limit, such as when assignment to Government quarters or privatized housing is scheduled for a specific date after 180 days. However, SIT beyond the 180-day time limit may not be authorized or approved when a Service member chooses to do either of the following:

- (1) Have a home built while other housing is available.
- (2) Occupy private-sector housing that is too small to accommodate all of the Service member's HHG.

4. A Service-designated official may authorize or approve one HHG partial lot withdrawal and delivery from SIT.

a. The official may authorize or approve a second HHG partial lot withdrawal and delivery when unforeseen circumstances that are beyond the Service member's control arise after the first HHG withdrawal, and the Service member would experience hardship if the additional HHG withdrawal did not occur.

b. A Service member is authorized additional partial lot withdrawals and deliveries of HHG from SIT. However, any reimbursement is limited to the Government's constructed cost to withdraw and deliver the HHG in one lot (or two lots if the second partial lot withdrawal has been authorized or approved) from SIT. The Service member must reimburse the Government for any excess costs incurred.

5. When a Service member receives another PCS order after arrival at a new PDS, and the HHG is in SIT when he or she receives the order, SIT is authorized to continue until the new PCS order's effective date, regardless of the time-limit restrictions in this section. The allowances stated on the new PCS order determine any storage authorization after the effective date of the new PCS order.

6. SIT may be authorized for a short-distance move between residences in a metropolitan area when the move is due to a PCS and both residences are not within the same PDS. SIT in this situation must be specifically authorized or approved through the Secretarial Process (for DoD, not more junior than the gaining activity's commander or ship's commander who is an O-5 or above or civilian employee equivalent) that the Service member's household relocation is mission essential, is in the Government's best interest, and is not primarily for the Service member convenience.

7. When a PCS order is amended or modified before the Service member arrives at the new PDS, but after the HHG is released for transportation or storage to a carrier, a contractor, or the Government, the type of storage authorized in the original PCS order continues until the amended or modified order's effective date. The allowances stated on the amended or modified order determine any subsequent storage after the effective date of the amendment or modification.

8. When a PCS order is canceled or revoked after the HHG is released for transportation or storage to a transportation service provider or to the Government, the Service member is authorized the storage type specified in the original PCS order until the cancellation or revocation date. The Service member is authorized SIT in connection with transporting and delivering HHG to an authorized place.

9. The Service concerned may authorize or approve the conversion of a Service member's HHG that is in NTS to SIT.

a. A conversion of HHG from NTS to SIT may be at any combination of the following locations, unless otherwise prohibited in the JTR:

(1) Origin.

(2) The destination.

(3) Any point in between in connection with the transportation from NTS.

b. The conversion cost is at Government expense if the NTS is at Government expense. The time limit for SIT begins on the day after the NTS authorization ends.

10. The Service concerned may authorize or approve converting SIT to NTS when a Service member receives a new PCS order authorizing HHG transportation or NTS. All or part of the SIT, as needed by the Service member, can become NTS at Government expense when authorized or approved. The authorized period of NTS begins on the same day as the effective date of the PCS order that authorizes the NTS. Unless otherwise stated in the JTR, transportation of HHG converted from SIT to NTS is not authorized until another PCS order is issued.

11. SIT is not authorized for neither a PCS short-distance move within the PDS limits nor for a non-PCS short-distance move, such as to and from Government quarters.

12. SIT is not authorized for HHG transported for TDY, except:

a. That HHG within the TDY weight allowance may be placed in SIT when on either of the following:

(1) A PCS with TDY en route or deployment en route.

(2) A TDY or a deployment for 90 or fewer days and the Service-designated official authorizes or approves SIT as necessary for reasons beyond the Service member's control.

b. For an RC member relieved from any of the following:

(1) Active duty from an initial active duty for training tour that is less than 6 months.

(2) Active duty for a tour less than 20 weeks.

(3) Active duty for training tour of 20 or more weeks when the active duty is performed at more than one location, but less than 20 weeks at any one location.

**B. Non-Temporary Storage (NTS)**

1. NTS may be authorized or approved by the official designated by the Service concerned in facilities determined to provide the best value to the Government. NTS includes necessary packing, crating, uncrating, uncrating, transportation to and from the storage locations, storage, and other directly related services necessary to place the HHG in the designated storage facility.

2. NTS must be in a storage facility near the location of the HHG on the date the Service member's PCS order is issued. However, the official designated by the Service concerned may select a different storage facility based on the best value to the Government. When HHG is returned to the CONUS from OCONUS for NTS, the official designated by the Service concerned determines the storage location. When HHG that is en route under one order at the time another order is issued that authorizes NTS, the HHG may be placed in NTS upon arrival at the initial destination or diversion point.

3. To determine the Government's cost for NTS, subtract the weight of HHG transported under the same PCS order from the Service member's maximum authorized HHG weight allowance. The Government's maximum obligation for NTS is limited to the cost of storing the weight remaining. The storage cost for weight that exceeds the authorized weight allowance is the Service member's financial responsibility.

4. Once authorized or approved, NTS begins on the date the order is issued and continues as long as that order is in effect. When one authorization for NTS ends and is immediately followed by a new authorization for NTS, the NTS continues uninterrupted. Additionally, when HHG is in NTS when another order authorizing NTS is received, the NTS continues until the end of the latest order.

5. Each Service may specify circumstances for which NTS is authorized as an alternative to HHG transportation. Otherwise, a Service member is authorized NTS as an alternative to HHG transportation only if authorized or approved through the Secretarial Process. NTS must not be authorized as an alternative to HHG transportation when a dependent performs Early Return of Dependent (ERD) travel due to disciplinary action taken against the Service member.

6. A Service member may withdraw any or all of the HHG from NTS instead of continuing storage. Withdrawn HHG must be used by the Service member or his or her dependent in their residence.

The withdrawal from NTS, a short-distance move, unpacking, and uncrating of the withdrawn HHG is at Government expense. No additional transportation or storage of the withdrawn HHG is authorized before another PCS order is issued, except as specified in this Section.

7. A Service member is authorized NTS for HHG that cannot be accommodated when moving into or out of assigned Government quarters or assigned privatized housing in the CONUS, or assigned Government quarters OCONUS if specifically authorized in Service regulations. The NTS is authorized for moves directed by appropriate authority due to a Service requirement.

a. Reasons the Service might require the Service member to move include use of idle facilities, to vacate the Government quarters or privatized housing because it is unfit for occupancy, or for an unusual Service operational requirement.

b. NTS is also authorized when the Service member is reassigned to Government quarters or privatized housing once the reason requiring him or her to vacate the housing is resolved.

c. For NTS in this situation, there is no weight allowance limitation.

d. NTS costs include the packing, crating, transporting, unpacking, and uncrating necessary for the move. The Government also pays the cost for handling out, delivery, and unpacking of HHG that is in NTS to the Service member's local residence, when the HHG was in NTS because they would not fit in the assigned Government quarters.

8. NTS is authorized when an appropriate authority directs a Service member to vacate Government-controlled quarters in the CONUS or OCONUS because the quarters are unfit for occupancy or to meet an unusual Service operational requirement. See Section 0519 for the applicable time limits on NTS for local moves. Government-paid costs include necessary packing, crating, unpacking, and uncrating of the HHG, with no weight limitations. The Government also pays to transport the HHG to both of the following:

a. Between the Government-controlled quarters and the NTS facility.

b. From the NTS facility to quarters occupied in lieu of the vacated Government-controlled quarters.

9. NTS is authorized with no weight limitations when either of the circumstances occurs:

a. A Service member is ordered to vacate local private-sector housing.

b. A tour of duty at a PDS is involuntarily extended and the Service member is required for reasons beyond his or her control to change local private-sector residences. NTS is authorized until the reporting date, or the report-not-later-than date, on the next PCS order.

10. NTS is not authorized in the following situations:

a. When a Service member is assigned to Government quarters or privatized housing for his or her convenience or morale.

b. When a Service member voluntarily vacates Government quarters or privatized housing for personal reasons or convenience. The Government will not pay for either of the following:

(1) NTS of the HHG moved from the Government quarters or privatized housing.

(2) NTS of any HHG previously placed in NTS in excess of what could be accommodated in the Government quarters or privatized housing.

c. When the early return of a dependent and HHG specified in par. 050804 causes the termination of Government quarters or privatized housing.

d. When the advance return of a dependent and HHG specified in pars. 052009-B and 052009-C causes the termination of Government quarters or privatized housing.

11. A Service member on a PCS order to a remote area in the CONUS with a shortage of available housing may place HHG in NTS when authorized or approved through the Secretarial Process.

12. When a PCS order is amended or modified before the Service member arrives at the new PDS, but after the HHG is released for transportation or storage to a carrier, a contractor, or the Government, the type of storage authorized in the original PCS order continues until the amended or modified order's effective date. The allowances stated on the amended or modified order determine any subsequent storage after the effective date of the amendment or modification.

13. A Service member who separates from the Service, or is relieved from active duty, and is authorized HHG transportation to the HOR or PLEAD under par. 051002, is authorized NTS. NTS is authorized for 180 days after the active-duty termination date.

a. Upon expiration of the 180-day limit, the Service member may withdraw the HHG from NTS at the Government-authorized storage facility and continue storing the HHG at personal expense at a local commercial storage facility if within the old PDS area. The Service member retains his or her HHG transportation allowance to the HOR or PLEAD at Government expense.

b. A Service member may submit a request through the Secretarial Process for an extension of the time limit to ship HHG. When the extension is approved it does not apply to NTS time limits. The following conditions must be included in the Service member's request for the Secretarial Process consideration:

(1) The Service member is financially responsible for the cost of picking up and delivering the HHG to the local commercial storage facility. He or she is also financially responsible for all excess costs associated with the HHG pick up from the commercial storage facility, such as assessorial charges, excess weight, pick-up, repacking, and inventory of the HHG items.

(2) Any damage or loss associated with the relocation of the HHG from NTS to the commercial storage facility, and while stored at personal expense, is the Service member's financial responsibility. The Government is not liable for any damage or loss under the Personnel Claims Act.

(3) The Service member certifies that he or she owned the HHG on the effective date of the separation order.

14. A Service member—or a dependent in the event of a retired Service member's death—who is authorized HHG transportation to a HOS is authorized NTS. NTS ends 1 year from the date of active duty termination. An extension of the 1-year time limit may be authorized or approved through the

Secretarial Process if a Service member is undergoing hospitalization or medical treatment, or is recalled to active duty before selecting a home (see Section 0510).

15. If the HHG weight in NTS plus the weight of the HHG transported on the same PCS order exceeds the Service member's maximum authorized weight allowance, he or she may request that the Government pay the costs associated with the excess weight storage. If the request is approved and the Government pays those costs, the excess storage costs are the Service member's financial responsibility and he or she must reimburse the Service for the costs in accordance with the Service's regulations.

C. Delivery Out of Storage. As long as the Service member's order or transportation authorization is valid, the Government will pay for the delivery of HHG from storage, regardless of the amount of time the HHG was stored. This includes HHG shipments converted to storage at the Service member's expense.

## **0519 Local Moves**

Short-distance HHG moves within the Service member's PCS weight allowance, unless otherwise specified in this section, may be authorized within the same city, town, or metropolitan area for the events specified in Table 5-40.

**Table 5-40. Events that May Require a Short-Distance Move**

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| <ol style="list-style-type: none"><li>1. Reassignment or PCS.</li><li>2. Moving to or from Government quarters or privatized housing.</li><li>3. Vacating local economy housing under certain circumstances.</li><li>4. Involuntary tour extension.</li><li>5. Separation.</li><li>6. Retirement.</li><li>7. Death of a midshipman or cadet while enrolled in a Service academy.</li><li>8. Foreclosure on rental housing while under a lease.</li></ol> |
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### **051901. Short-Distance Move for a Reassignment or PCS**

A. Reassignment between Activities at the Same PDS or between PDSs Located in Proximity. A short-distance move is authorized through the Secretarial Process when a household relocation is mission essential, is in the Government's best interest, and is not primarily for the Service member's convenience. The Service member must commute daily from the new residence to his or her duty location for a short distance move to be authorized. For DoD, the authorizing official must be the gaining activity or ship commander in a grade of O-5 or above, or a civilian employee at the equivalent grade.

1. A Service member is authorized a short distance move when reassigned between activities at the same PDS that is not a PCS. The JTR does not require certification for a short-distance HHG move to, from, or between designated locations to which dependent travel is authorized when the Service member is ordered on a dependent-restricted tour or to unusually arduous sea duty. Service regulations may require such certification.

2. A Service member is authorized a short-distance move for a PCS between PDSs located in proximity to each other. PDSs are in proximity to each other if they meet one of the following criteria:

- a. Both are in an area ordinarily serviced by the same local public transit system.

b. A Service member could commute daily from home to either PDS.

B. PCS between PDSs not in Proximity. A short-distance HHG move between two locations in proximity to each other is authorized when a Service member is on a PCS order between PDSs that are not in proximity to each other.

### **051902. Separation or Retirement from the Service**

A. Eligibility. A Service member separated from the Service or relieved from active duty as specified in par. 051002, or a Service member who is retired, placed on the TDRL, discharged with severance pay, or involuntarily released to inactive duty with readjustment pay as specified in par. 051003 may be authorized a short distance HHG move.

B. Allowances. A short-distance HHG move is authorized between residences or from NTS to a residence within the same city, town, or metropolitan area. The maximum authorized weight allowance as specified in Table 5-37 applies. Such a move is the final HHG transportation authorized by pars. 051002 and 051003.

### **051903. Short-Distance Assignment or Termination**

A. Eligibility. A Service member authorized to or from Government quarters, privatized housing, or Government-controlled quarters by an appropriate authority may be eligible for a short-distance HHG move, except for short-distance moves due to separation or relief from active duty under honorable conditions or retirement.

B. Allowances. Neither the weight limitation in Table 5-37 nor the 18,000-pound limit imposed by [37 USC, §476](#), applies to this paragraph.

1. Government Quarters or Privatized Housing. A short-distance HHG move is authorized to or from Government quarters or privatized housing to the residence from which the Service member previously commuted, or will commute daily, to the PDS.

a. The move must be directed due to a Service requirement, such as:

(1) Assignment to Government quarters or to privatized housing to live in housing that is unoccupied .

(2) Vacating Government quarters or privatized housing because it is unfit to occupy, an unusual Service operational requirement, or due to an order to vacate.

(3) Reassignment to the Government quarters or privatized housing when the conditions that required vacating the housing are corrected.

b. A short-distance move may be made from or to a point more distant than the residence from which the Service member is to commute on a daily basis to the PDS provided the Service member accepts financial responsibility for all excess costs.

c. A short-distance HHG move under this paragraph is not authorized for a Service member's convenience or morale, or to accommodate a Service member's personal problem.

2. Government-Controlled Quarters. A short-distance HHG move is authorized when a Service member occupying quarters under a Service's jurisdiction (other than Government quarters) is directed to vacate the quarters.

a. Reasons for requiring the move are because they are unfit for occupancy or to meet an unusual Service operational requirement. The move is authorized from the Government-controlled quarters to another local residence from which the Service member is to commute daily to the PDS.

b. If vacating the quarters is temporary, the Service member is authorized a combination of allowances for a short-distance move and NTS to the temporary residence, and a return short-distance move from the temporary residence and NTS to the Government-controlled quarters.

### **051904. Short-Distance Move When Vacating Local Private-Sector Housing**

A. Directed by Proper Authority to Vacate Local Private-Sector Housing. A short-distance move is authorized from local private-sector housing to other local private-sector housing from which the Service member will commute daily to the PDS when ordered to vacate the private-sector housing for the Government's convenience.

1. There is no weight limit based on grade for this move.

2. A short-distance move is not authorized when a Service member moves from local private-sector housing due to a landlord's refusal to renew a lease or permit continued occupancy. This move is considered to be for the Service member's convenience. However it may be authorized if it is due to a military necessity or requirement, such as an involuntary tour extension.

B. Short Distance Move when Vacating Local Private-Sector Housing Due to Involuntary Tour Extension. A short-distance HHG move is authorized when the tour of duty at a PDS is extended and the move is required for reasons beyond the Service member's control. There is no weight limit based on grade for this move. The move is authorized from the residence from which the Service member commuted daily to the PDS to another residence, or from NTS to Government or private-sector housing.

C. Vacating Private-Sector Housing Due to Foreclosure. An Armed Forces Service member, or his or her dependent, who relocates from leased or rented private housing due to a foreclosure action against the landlord is authorized a short-distance HHG move. This provision does not apply when the Service member or his or her dependent is the homeowner. The move is authorized to another residence from which the Service member will commute daily to the PDS, or to a location where the dependent resides. The PCS HHG weight limit in Table 5-37 applies. Before this authority is used, a Service member is encouraged to exhaust remedies available under the Service Member's Civil Relief Act ([50 USC, §3951](#)) and state law.

## **0520 HHG Transportation Related to Categories of Travel**

HHG transportation under this section must be supported by a travel order that identifies the specific paragraph number that authorizes the transportation.

**052001. Accession Travel**

Table 5-41 specifies the eligibility and allowances for HHG transportation when a Service member performs accession travel.

<b>Table 5-41. HHG Transportation for Accession Travel</b>	
<b>If a Service member...</b>	<b>Then...</b>
1. is commissioned; reinstated; or appointed or reappointed as a warrant officer in a regular Service; or enlisted from civilian life or an RC to the regular service,	the Service member is authorized HHG transportation, limited to the PCS weight allowance, from the HOR or PLEAD to the first PDS.
2. is called or ordered to active duty for training for 140 or more days at any one duty location (other than in 3 below),	
3. is called or ordered to active duty for training under any of the following circumstances: <ul style="list-style-type: none"> <li>● for 139 or fewer days at one duty location,</li> <li>● for 140 or more days total active duty, but the Service member spends 139 or fewer days at any one location,</li> <li>● for 40 or more days and the Secretary has prescribed TDY allowances,</li> </ul>	the AO may authorize HHG transportation, limited to the TDY weight allowance, from the HOR or PLEAD to the first or any subsequent duty location. The duty must be for 31 or more days. Service regulations may restrict the type of HHG items shipped if necessary due to unusual circumstances at the duty location.
4. is called or ordered to initial active duty for training for 180 or fewer days,	
5. is called or ordered to active duty for an assignment other than training for 180 or fewer days at any one duty location within one of the following conditions: <ul style="list-style-type: none"> <li>● for 180 or fewer days,</li> <li>● for 181 or more days total active duty tour but the Service member spends 180 or fewer days at any one duty location,</li> <li>● for 181 or more days and the Secretary has specified TDY allowances for the duty in accordance with Section 0303.</li> </ul>	
6. is in an RC and called or ordered to active duty for an assignment other than training for 181 or more days at any one duty location (other than as in 5 above),	the RC member is authorized HHG transportation, limited to the PCS weight allowance, from the HOR or PLEAD to the first or any subsequent PDS.
7. released from active duty and authorized HHG transportation to an HOS under par. 051003-E and is recalled to active duty,	the Service member is authorized HHG transportation, limited to the PCS weight allowance to the new duty location from any of the following: <ul style="list-style-type: none"> <li>● The HOS.</li> <li>● The PLEAD if recalled after selecting a home.</li> <li>● The place to which such HHG was last transported at Government expense.</li> <li>● Government-funded NTS.</li> </ul>
8. re-enters any Uniformed Service within 1 year from the date of discharge or separation that was under honorable conditions,	the Service member is authorized HHG transportation, limited to the PCS weight allowance to the first PDS or any subsequent PDS from:

	<ul style="list-style-type: none"> <li>• The HOR or PLEAD.</li> <li>• The last or any previous PDS.</li> <li>• An authorized storage place.</li> <li>• Any place to which HHG was transported at Government expense.</li> </ul>
9. is commissioned or appointed from the ranks, including an Officer Candidate School graduate,	the Service member is authorized HHG transportation limited to the PCS weight allowance from the home or last PDS to the new PDS. This includes the place where the Service member is commissioned or appointed if such place is the Service member's first PDS as an officer.
10. graduates from a Service academy and is commissioned as an officer,	the Service member is authorized HHG transportation limited to the PCS weight allowance from the academy to the Service member's HOR, the academy to the first PDS, and from the HOR to the first PDS. HHG transported from the Service academy to the HOR cannot then be transported from the HOR to the first PDS under the same order allowing transportation to the HOR.

**052002. PCS HHG Transportation to, from, or between Locations OCONUS and to, from, or between Ships**

When the HHG is transported to, from, or between locations OCONUS, the maximum HHG weight allowances and any weight or item restrictions relevant to the particular location apply. Factors, such as tour length, scheduled months remaining on the tour when the HHG arrives, and whether a Service member has a command-sponsored dependent, impact the HHG transportation.

A. HHG Transportation When Performing a PCS to a Location OCONUS or to a Ship

1. Table 5-42 specifies the HHG transportation and allowances when performing a PCS to a PDS OCONUS under certain conditions.

<b>Table 5-42. Transportation of HHG to a PDS OCONUS</b>	
<b>If a Service member...</b>	<b>Then...</b>
1. is ordered to a PDS OCONUS where transportation of HHG is permitted,	<ul style="list-style-type: none"> <li>• the Service member is authorized HHG transportation from the last or any previous PDS to any combination of the following locations:                             <ul style="list-style-type: none"> <li>• The new PDS.</li> <li>• A location in the CONUS specified by the Service member.</li> <li>• NTS.</li> </ul> </li> <li>• the total cost of HHG transportation to the new PDS and a location in the CONUS specified by the Service member is limited to what it would have cost the Government had the Service member's maximum PCS HHG weight allowance been shipped in one lot from the old PDS or other authorized location to the new PDS OCONUS.</li> </ul>

<p>2. is ordered to a PDS OCONUS and is advised, in writing, that HHG transportation will be authorized within 20 weeks after the Service member's port reporting month (see also Item 4 for an accompanied tour),</p>	<p>the HHG that the Service member selects to go to the PDS OCONUS may be placed in NTS until transported to the PDS. The remaining HHG may be:</p> <ul style="list-style-type: none"> <li>● Transported for the duration of the OCONUS assignment to a location in the CONUS specified by the Service member.</li> <li>● Placed in NTS.</li> </ul>
<p>3. must vacate Government quarters at the old PDS upon receipt of a PCS order as specified in Item 2 above and establishes a temporary residence for a dependent near the old PDS pending authority for the dependent's movement to the new PDS,</p>	<ul style="list-style-type: none"> <li>● the Service member may transport, at Government expense, the HHG the Service member needs to establish a temporary residence for the dependent to a place in the old PDS vicinity.</li> <li>● HHG not needed to establish the temporary residence may be shipped to a location in the CONUS specified by the Service member, or store them in NTS. These HHG cannot be transported again at Government expense until the Service member's next PCS.</li> </ul>
<p>4. is ordered to a PDS OCONUS on an accompanied tour, and is advised, in writing, that the HHG transportation will be authorized 20 or more weeks after the Service member's port reporting month,</p>	<ul style="list-style-type: none"> <li>● The HHG that the Service member identifies for transportation to the PDS OCONUS may be placed in NTS until they are transported.</li> <li>● The remaining HHG may be transported to a location in the CONUS designated by the Service member or placed in NTS, where they will remain for the duration of the assignment OCONUS.</li> <li>● The remaining HHG may be transported to a non-foreign location OCONUS, limited to the cost from the old PDS to the designated place, if: <ul style="list-style-type: none"> <li>● The Service member was a legal resident before entering active duty.</li> <li>● The Service member's spouse was a legal resident at the time of the marriage.</li> <li>● Service member was called to active duty from that non-foreign location OCONUS.</li> <li>● The non-foreign location OCONUS is the Service member's HOR.</li> </ul> </li> <li>● When HHG transportation is later authorized from the designated place to the PDS OCONUS, HHG can be shipped if both of the following occur: <ul style="list-style-type: none"> <li>● The Service member has a command-sponsored dependent.</li> <li>● The Service member has at least 12 months remaining on the tour OCONUS on the date the dependent is scheduled to arrive.</li> </ul> </li> </ul>
<p>5. must vacate Government quarters at the old PDS upon receipt of the PCS order in Item 4 above and establishes a temporary residence for a dependent near the old PDS pending authority for the dependent's movement to the new PDS,</p>	<ul style="list-style-type: none"> <li>● The Service member may transport or store HHG not needed to establish the temporary residence as indicated in Item 4 above.</li> <li>● HHG needed to establish a temporary residence for a dependent to a place in the old PDS vicinity may be transported at Government expense.</li> <li>● When HHG transportation is later authorized to the new PDS, transportation is authorized from storage or the place last moved at Government expense to the new PDS. Any HHG not transported to the new PDS may be transported or stored as indicated in Item 4 above.</li> </ul>

<p>6. is ordered from a PDS in the CONUS to a PDS OCONUS to which HHG transportation is prohibited or restricted:</p> <ul style="list-style-type: none"> <li>● By Service regulations,</li> <li>● Because the Service member is serving an unaccompanied tour,</li> <li>● Because the Service member is serving a dependent-restricted tour,</li> <li>● Under unusual circumstances,</li> </ul>	<p>HHG transportation is authorized to:</p> <ul style="list-style-type: none"> <li>● NTS.</li> <li>● A location in the CONUS specified by the Service member.</li> <li>● A non-foreign location OCONUS to which dependent transportation is authorized or approved under par. 050806 or 050814, or through the Secretarial Process.</li> <li>● The location OCONUS to which dependent transportation is authorized or approved under par. 050806 or 050814. On the Service member's next PCS, HHG transportation is from the location OCONUS to which HHG was last transported at Government expense or from the place where HHG is then located to the new PDS, whichever distance is less. For shipments related to par. 050814, the weight shipped is limited to 350 pounds for each dependent age 12 years or older and 175 pounds for each dependent under age 12 years.</li> <li>● The PDS OCONUS up to the amount authorized by Service regulations. Upon receipt of the next PCS order, the HHG transportation is from the PDS OCONUS to the new PDS.</li> </ul>
<p>7. is ordered on a PCS to a location to which HHG transportation is authorized, as in Item 6, or if the prohibition or restriction on HHG transportation is removed,</p>	<p>transportation of HHG acquired before the order effective date may be transported to the PDS OCONUS or placed in NTS.</p> <ul style="list-style-type: none"> <li>● At least 12 months must remain on the Service member's tour OCONUS at that PDS on the date the HHG is scheduled to arrive for HHG to be shipped to the PDS OCONUS.</li> <li>● Exceptions may be granted through the Secretarial Process when the HHG shipping time uses a portion of the 12 months at the PDS OCONUS.</li> </ul>

2. Table 5-43 specifies the HHG transportation and allowances when performing a PCS to or from a ship under certain conditions.

<b>Table 5-43. Transportation of HHG to or from a Ship</b>	
<b>If a Service member...</b>	<b>Then...</b>
<p>1. is ordered on a PCS to sea duty (not unusually arduous sea duty) from shore duty either in the CONUS or OCONUS,</p>	<ul style="list-style-type: none"> <li>● HHG transportation is authorized from the last PDS to: <ul style="list-style-type: none"> <li>● The home port of the unit to which ordered.</li> <li>● Home port NTS.</li> </ul> </li> <li>● Unaccompanied baggage is authorized from the last PDS to the ship, afloat staff, or afloat unit to which order, or their home port.</li> <li>● When the home port is OCONUS, Table 5-42 also applies.</li> </ul>
<p>2. is ordered on a PCS to a ship, an afloat staff, or an afloat unit while the ship or unit is deployed away from the home port,</p>	<p>unaccompanied baggage transportation is authorized to the deployed unit without regard to distance.</p>
<p>3. performs a PCS to a unit specified in writing through the Secretarial Process as unusually arduous sea duty (see par. 050907 for a Service member with dependents),</p>	<p>HHG transportation is authorized to:</p> <ul style="list-style-type: none"> <li>● NTS.</li> <li>● A location in the CONUS specified by the Service member.</li> <li>● A non-foreign location OCONUS to which dependent transportation is authorized or approved under par. 050806 or 050814, or through the Secretarial Process.</li> </ul>

<p>4. performs a PCS to a ship or afloat staff that was previously classified as unusually arduous sea duty and the new classification allows HHG transportation because it is not unusually arduous,</p>	<ul style="list-style-type: none"> <li>● The location OCONUS to which dependent transportation is authorized or approved under par. 050806 or 050814. On the Service member's next PCS, HHG transportation is from the location OCONUS to which HHG was last transported at Government expense or from the place where HHG is then located to the new PDS, whichever distance is less. For shipments related to par. 050814, the weight shipped is limited to 350 pounds for each dependent age 12 years or older and 175 pounds for each dependent under age 12 years.</li> </ul>
<p>5. is permanently assigned aboard a ship or afloat staff specified through the Secretarial Process as operating OCONUS for an expected continuous period of 1 or more years, and the continuous period of 1 or more years begins on the date the ship or afloat staff is specified as operating OCONUS,</p>	<ul style="list-style-type: none"> <li>● The PDS OCONUS up to the amount authorized by Service regulations. Upon receipt of the next PCS order, the HHG transportation is from the PDS OCONUS to the new PDS.</li> </ul>
<p>6. is ordered on a PCS to a location to which HHG transportation is authorized, as in Item 8, or if the prohibition or restriction on HHG transportation is removed,</p>	<p>transportation of HHG acquired before the order effective date may be transported to the PDS OCONUS or placed in NTS.</p> <ul style="list-style-type: none"> <li>● At least 12 months must remain on the Service member's tour OCONUS at that PDS on the date the HHG is scheduled to arrive for HHG to be shipped to the PDS OCONUS.</li> <li>● Exceptions may be granted through the Secretarial Process when the HHG shipping time uses a portion of the 12 months at the PDS OCONUS.</li> </ul>
<p>7. is ordered on a PCS from sea duty to a shore duty PDS OCONUS to which HHG transportation is permitted,</p>	<p>the Service member is authorized HHG transportation to the new PDS as specified below.</p> <ul style="list-style-type: none"> <li>● There must be 12 or more months remaining in the Service member's tour at the PDS OCONUS on the date the HHG is 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 PDS OCONUS.</li> <li>● Transportation is authorized for all or part of the Service member's PCS HHG weight allowance: <ul style="list-style-type: none"> <li>● from the old PDS, NTS, or a location in the CONUS to which HHG had been transported at Government expense when the Service member was ordered to a PDS OCONUS where transportation of HHG was permitted.</li> <li>● to the new PDS or to another location in the CONUS specified by the Service member when he or she was ordered to a PDS OCONUS where transportation of HHG was permitted.</li> <li>● or the HHG may be placed in NTS instead of transported.</li> </ul> </li> <li>● HHG transportation to the new PDS from NTS or from a location in the CONUS previously specified by the Service member when he or she was ordered to a PDS OCONUS where transportation of HHG was permitted. This HHG transportation is authorized without a cost limitation.</li> </ul>

3. When a Service member is ordered on a PCS that is an accompanied tour, and that tour is changed to a dependent-restricted tour, or sea duty is changed to unusually arduous sea duty, he or she is authorized transportation of HHG, depending on when the change in duty designation occurs. When both NTS and HHG transportation are provided as options, a portion of the Service member's HHG can be transported and the remainder placed in NTS. Table 5-44 specifies allowances related to HHG transportation when a Service member's duty designation changes.

<b>Table 5-44. Transportation of HHG When Tour of Duty Designation Changes</b>	
<b>If...</b>	<b>Then...</b>
1. the change occurs before HHG is turned over to a Transportation Officer,	the HHG can be shipped as specified in Table 5-42.
2. the change occurs after the HHG is turned over to a Transportation Officer,	the Transportation Officer must divert or re-ship HHG to NTS, a designated location in the CONUS, or a designated non-foreign location OCONUS when authorized or approved through the Secretarial Process. Some HHG may be placed or retained in NTS and the remainder transported to the designated location.
3. the change occurs after the HHG arrives at the Service member's PDS OCONUS,	the Service member may elect to have the HHG placed in NTS, transported to a designated location in the CONUS, or transported to a designated non-foreign location OCONUS authorized or approved through the Secretarial Process.
4. the tour of duty is later changed from a dependent-restricted to an accompanied tour, or if the unusually arduous sea duty is reclassified to regular sea duty,	the Service member may elect NTS or HHG transportation from the place HHG was shipped under Row 2 in this table from NTS to the PDS. <ul style="list-style-type: none"> <li>● At least 12 months must remain on the tour OCONUS or sea duty tour following the date the HHG is scheduled to arrive at the PDS.</li> <li>● An exception may be granted through the Secretarial Process when the HHG shipping time uses a portion of the 12 months at the PDS OCONUS.</li> <li>● If the Service member chooses to leave the HHG at the location they were transported to instead of shipping them to the PDS OCONUS when the tour type changes, that location is the authorized origin on a subsequent PCS.</li> </ul>

**B. HHG Transportation Between PDSs OCONUS, from OCONUS to a Ship, or Between Ships.**  
A Service member who is ordered on a PCS from one PDS OCONUS to another PDS OCONUS, from a PDS OCONUS to a ship, or a PCS between ships is eligible to transport HHG as specified in this section.

<b>Table 5-45. HHG Transportation Between PDSs OCONUS, from OCONUS to a Ship, or Between Ships</b>	
<b>If a Service member...</b>	<b>Then...</b>
1. is on a PCS order from a PDS OCONUS to a new PDS OCONUS to which HHG transportation is authorized and the HHG is at the PDS,	the Service member is authorized transportation of HHG from the old PDS to the new PDS.
2. is ordered on a PCS from one PDS OCONUS to a new PDS OCONUS to which HHG transportation is authorized and had the HHG	HHG transportation from the location in the CONUS specified by the Service member or from NTS to the new PDS or a place OCONUS where a dependent is authorized to travel under pars. 050807, 050809, 050811, or 050814 may only be

<p>transported to a location in the CONUS or NTS upon arrival at the first PDS OCONUS,</p>	<p>made if authorized or approved through the Secretarial Process.</p>
<p>3. is ordered on a PCS from a PDS OCONUS to another PDS OCONUS to which HHG transportation is prohibited or restricted by any of the following:</p> <ul style="list-style-type: none"> <li>● Service regulations,</li> <li>● the Service member serving a dependent-restricted tour,</li> <li>● the Service member serving an unaccompanied tour at the new PDS,</li> </ul>	<p>the Service member is authorized HHG transportation from the last or any previous PDS or storage location to specified locations.</p> <ul style="list-style-type: none"> <li>● The HHG can be transported to any combination of the following: <ul style="list-style-type: none"> <li>● The PDS OCONUS.</li> <li>● NTS.</li> <li>● A location in the CONUS specified by the Service member.</li> <li>● Designated place authorized or approved under par. 050814, par. 050907, or through the Secretarial Process.</li> <li>● A designated place OCONUS authorized or approved under Section 0509 or through the Secretarial Process.</li> </ul> </li> <li>● The Service member is also authorized HHG transportation from the locations above to the current PDS OCONUS when the restriction on HHG shipment is lifted or when: <ul style="list-style-type: none"> <li>● The Service member is ordered on a PCS OCONUS to which HHG transportation is authorized.</li> <li>● The Service member is ordered on a PCS from a unit specified as unusually arduous sea duty.</li> <li>● The ship or afloat staff or afloat unit is relieved from the assignment OCONUS.</li> </ul> </li> <li>● At least 12 months must remain on the Service member's tour at the PDS OCONUS on the date the HHG is scheduled to arrive. Exceptions may be granted through the Secretarial Process. The weight of all HHG shipped or stored under the PCS order is limited to the Service member's authorized PCS weight allowance.</li> </ul>
<p>4. is ordered on a PCS from a PDS OCONUS to:</p> <ul style="list-style-type: none"> <li>● A unit specified, in writing, through the Secretarial Process as unusually arduous sea duty as described in par. 050907,</li> <li>● A ship or afloat staff specified through the Secretarial Process as operating OCONUS for an expected continuous period of 1 or more years, and the continuous period of 1 or more years begins on the date the ship or afloat staff is specified as operating OCONUS,</li> <li>● a ship or afloat staff after it has been designated as operating OCONUS for 1 or more years.</li> </ul>	<p>5. involuntarily transferred on a PCS from a PDS OCONUS to another PDS OCONUS due to base closure or similar action,</p> <p>the Service member is authorized HHG transportation to the new PDS, if HHG is permitted there, regardless of the time remaining in the Service member's tour at the old PDS. Instead of transporting HHG, the Service member may place HHG in NTS. Upon PCS from the PDS OCONUS to which involuntarily transferred, HHG transportation is authorized regardless of the tour length served before the PCS.</p>
<p>6. is ordered from sea duty to sea duty between afloat units with identical home ports,</p>	<p>HHG transportation is not authorized except for cases under Items 2 and 3 in this table, and par. 050907.</p>
<p>7. is ordered from sea duty to sea duty between afloat units with home ports that are not identical,</p>	<p>HHG transportation or NTS is authorized in any of the below combinations except for cases under Items 2 and 3 in this table and par. 050907:</p> <ul style="list-style-type: none"> <li>● From the old home port to the new home port.</li> <li>● From a former PDS to the new home port.</li> <li>● From a previously designated place to the new home port.</li> <li>● From NTS to the new home port.</li> <li>● NTS instead of transporting HHG to the new home port.</li> </ul>

C. Tour Extensions OCONUS. A Service member on a tour of less than the specified PDS tour length, who used the HHG transportation authority when originally assigned to that PDS is authorized HHG transportation from the location of the HHG to the current PDS. This is limited to the cost of moving HHG from the old PDS to the new PDS. This transportation is limited to the situation in which the Service member's tour is extended due to:

1. Unusual circumstances and needs of the Service.
2. Failure to transport all HHG to the PDS initially due to the anticipated short assignment time to that PDS ([B-208861, November 10, 1982](#)).

D. HHG Transportation When Performing an In-Place Consecutive Overseas Tour (IPCOT). An IPCOT is not a tour extension, but is new full tour that is served at the same PDS OCONUS. A Service member stationed OCONUS who is selected to serve an IPCOT is authorized HHG transportation as specified in Table 5-46.

<b>Table 5-46. HHG Transportation Due to IPCOT</b>	
<b>Tour Change</b>	<b>Dependent Allowances</b>
<b>Unaccompanied to Accompanied</b>	<ul style="list-style-type: none"> <li>● HHG may be transported from a designated place to the current PDS, where the IPCOT will be served, if a dependent is command-sponsored at the current PDS.</li> <li>● A Service member who gains a dependent after the PCS order's effective date, but before starting an IPCOT, is authorized HHG transportation to the current PDS, where the IPCOT is to be served, if the dependent is command-sponsored at the current PDS. HHG transportation in this case is from the HHG location to the current PDS.</li> <li>● HHG acquired after a PCS order's effective date, but before starting the IPCOT, may be shipped using this table as the authority.</li> </ul>
<b>Accompanied to Unaccompanied</b>	<ul style="list-style-type: none"> <li>● HHG may be transported to the same locations authorized for a dependent in par. 05080-D.</li> <li>● A Service member who gains a dependent after a PCS order's effective date, but before starting an IPCOT, is authorized HHG transportation to the same locations authorized for a dependent in par. 050806-D.</li> </ul>
<b>Accompanied to Accompanied</b>	<p>A Service member who gains a dependent after a PCS order's effective date, but before starting an IPCOT, is authorized HHG transportation if the dependent is command-sponsored at the current PDS, where the IPCOT is to be served. HHG transportation in this case is from the location of the HHG to the current PDS.</p>
<ul style="list-style-type: none"> <li>● The HHG weight shipped on the original PCS order is not deducted from the weight allowance authorized for the IPCOT move.</li> <li>● This table authorizes HHG to be shipped when the HHG is acquired after a PCS order's effective date, but before starting the IPCOT.</li> <li>● The applicable PCS HHG weight allowance applies to the PCS following the IPCOT.</li> </ul>	

E. HHG Transportation When Performing a PCS from a Location OCONUS or Sea Duty

1. When a Service member performs a PCS from either a location OCONUS or regular sea duty to a location in the CONUS or to a non-foreign location OCONUS where transportation of HHG is authorized, HHG may be transported from the place last shipped at Government expense to the new PDS. Any weight allowance restrictions imposed by the Service for HHG shipment from the old PDS apply.

The total weight of HHG shipped plus HHG stored is limited to the Service member's authorized PCS weight allowance. The total cost of HHG transportation is limited to what it would have cost the Government to transport the HHG in one lot from the old PDS to the new PDS.

2. A Service member on a PCS order from a ship, afloat staff, or afloat unit while the ship or unit is deployed away from the home port is authorized unaccompanied baggage transportation from the deployed unit without regard to distance.

3. HHG may be transported from the place last shipped at Government expense to the new PDS, under one of the following circumstances, when a Service member:

- a. Was assigned to a PDS to which Service regulations prohibited or restricted HHG transportation.
- b. Served an unaccompanied tour or a dependent-restricted tour.
- c. Was assigned to a unit specified in writing through the Secretarial Process as unusually arduous sea duty (see par. 050907 for a Service member with dependents).
- d. Was assigned to a ship or afloat staff that had been classified as unusually arduous sea duty.
- e. Was assigned aboard a ship or afloat staff specified through the Secretarial Process as operating OCONUS for an expected continuous period of 1 or more years, and the 1-year period started on the date the ship or afloat staff was specified as operating OCONUS.

F. Consumable Goods. A Service member assigned to a PDS OCONUS listed on the [DTMO Website](#) is authorized transportation of consumable goods in addition to HHG. The number of pounds of consumable goods authorized for shipment is specified on the [DTMO Website](#), and is in addition to the authorized HHG weight allowance. Consumable goods are transported using the same methods as HHG, with the same originating location. An alternate shipping origin for consumable goods in unusual circumstances may be authorized through the Secretarial Process, as well as consumable goods transportation for a tour extension or IPCOT at a PDS listed on the [DTMO Website](#). The consumable goods must be for the Service member's or a dependent's personal use.

### **052003. HHG Transportation in Connection With a Unit Home Port Change**

A. Unit Home Port Change Officially Announced. The home port change announcement is a PCS order modification until the PCS order is later amended, modified, canceled, or revoked.

1. Eligibility. A Service member who has delayed HHG transportation to the old home port or one who has been issued a PCS order to a unit and the PCS order lists the unit's location as the old home port after the home port change has been announced may be eligible for HHG transportation.

2. Allowances. When an official announcement has been made designating a home port change, no further HHG transportation to the current home port—also called the old home port—can be made until a new order is issued. However, if the HHG is in transit or in an otherwise irreversible transportation status on the date the home port change announcement is made, the HHG transportation to the old home port may continue.

B. Unit Home Port Officially Changed. The provisions for a Service member specified in the last row of Table 5-27 do not apply to this subparagraph.

1. A Service member assigned to a unit that is not specified as unusually arduous sea duty is authorized HHG transportation or NTS on the effective date of the home port change. HHG transportation is authorized to the new home port from the old home port, a former PDS, a previously designated place, or from NTS.

2. A Service member assigned to a unit specified as unusually arduous sea duty (see par. 050907) is authorized HHG transportation to the destination authorized for dependents in Section 0509 or to NTS on the home port change effective date.

3. A Service member is not authorized HHG transportation to the new home port when both of the following apply. The Service member receives a PCS order:

- a. Directing detachment from the unit whose home port is being changed.
- b. Before HHG is transported to the new home port.

#### **052004. HHG Transportation in Connection with an Alert Notice**

A. Eligibility. A Service member whose unit has been officially alerted for movement to a dependent-restricted PDS OCONUS within 90 days after the alert notice is issued may be eligible for HHG transportation. This also applies to a Service member who is transferred or assigned to the unit after it was alerted.

#### **B. Allowances**

1. HHG transportation and NTS are authorized as though the Service member is assigned to a dependent-restricted tour as specified in Item 8 of Table 5-42.

2. When the HHG has been transported or stored under this paragraph, but the Service member is not transferred to the PDS OCONUS intended in the alert notice, HHG transportation is authorized from the location last transported at Government expense to the Service member's PDS. This also applies to returning HHG to that PDS if the Service member continues on permanent duty at the location where the alert notice was officially announced.

#### **052005. HHG Transportation Related to the Early Return of a Dependent**

A. Eligibility. When a Service member's dependent is at a PDS OCONUS, circumstances may result in the dependent returning to the CONUS before the Service member's next PCS. When a dependent is transported due to these reasons, HHG transportation may also be authorized as specified in this paragraph. These circumstances are separated into three groups:

1. Departure due to official situations.
2. Reasons of national interest.
3. Departure due to personal situations.

B. Allowances. Authority for HHG transportation for a dependent and a former family member under this paragraph is in addition to, and has no effect on, the authority for HHG transportation based on dependency status and grade on the Service member's next PCS order effective date. The Service member is authorized to transport up to the full HHG weight allowance under the next PCS order. See [Computation Example](#).

1. HHG Transportation from a Foreign or Non-Foreign Location OCONUS Due to Official Situations

a. When a dependent is transported to a designated place from a foreign or non-foreign location OCONUS for one of the official reasons in par. 050804, the order may also authorize HHG transportation. The HHG weight is limited to the authorized PCS weight allowance or an administrative weight limitation related to the foreign or non-foreign location OCONUS. The HHG may be transported from any location, including from NTS, to the designated place.

b. If the official reason that caused the departure of the dependent is resolved or changed so that the dependent can return to the PDS OCONUS, and the AO determines that the return is in the Government's best interest, the order authorizing the dependent return can also authorize HHG transportation. The Service member must have 12 or more months remaining in the tour at the PDS OCONUS on the day the HHG is scheduled to arrive at that PDS; although, the Secretarial Process may grant an exception when the HHG shipping time uses a portion of those 12 months.

2. HHG Transportation from a Location OCONUS Due to Reasons of National Interest. When the Secretary concerned or a more senior official determines that a dependent must return from a location OCONUS for reasons of national interest before the Service member's next PCS, the travel order authorizing the dependent transportation to a designated place may also authorize HHG transportation. If the dependent is foreign-born, the travel order may also authorize him or her to travel to a destination in the dependent's native country. This applies whether the HHG is OCONUS or in NTS.

a. Transportation of the HHG is authorized from any location, including NTS, to the designated place, or the dependent's native country if that is where the dependent was relocated at Government expense.

b. If national interests dictated that a dependent not be at the PDS, then the same travel order that authorizes the dependent's transportation to the PDS OCONUS when the determining authority decides that national interest no longer requires the dependent to stay away from the PDS may authorize HHG transportation from the location where the Government relocated the dependent. The Service member must have 12 or more months remaining in the tour at the PDS OCONUS on the day the HHG is scheduled to arrive at that PDS; although, the Secretarial Process may grant an exception when the HHG shipping time uses a portion of those 12 months.

3. HHG Transportation from a Location OCONUS due to a Personal Situation . An order authorizing dependent transportation under certain circumstances due to a personal situation may also authorize HHG transportation within the authorized PCS weight allowance or within the administrative weight limitation that may apply. When authorized, HHG can be transported from any location, including 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. Instead of shipping HHG, the Service member is also authorized NTS or continued NTS. HHG transportation due to personal situations must be authorized in advance of the shipment unless otherwise specified in this paragraph.

a. A Service member with a dependent, on a PCS order to a new PDS OCONUS, who transports HHG to the PDS in anticipation of the dependent moving to the PDS OCONUS, may be provided return transportation for HHG if, for reasons beyond the Service member's control, the dependent does not join the Service member. The return transportation of the HHG may be authorized or approved through the Secretarial Process when in the best interest of the Service member or dependent and the Government. The cost of shipping the HHG is limited to the transportation cost from the PDS OCONUS to the dependent's location.

b. A dependent who traveled without an order to an appropriate destination due to a personal situation may be authorized HHG transportation if an order is later issued approving dependent transportation and confirming HHG transportation. The confirmatory order must be supported by the Service member's commanding officer's determination that all of the following conditions apply:

(1) The dependent traveled to an appropriate location to live.

(2) The dependent travel meets the conditions for traveling due to a personal situation, except that a travel order for transportation was not issued.

(3) The dependent status as command-sponsored remains unchanged. This does not apply for a Service member's former dependent whose transportation could have been authorized under par. 050805.

(4) It is in the Government's best interest to issue an order approving dependent transportation to an appropriate destination for traveling due to a personal situation.

c. When a dependent who is authorized to reside in a location OCONUS dies, the Service member is authorized NTS of HHG that is at that location OCONUS, limited to the PCS weight limitation. The NTS ends on the next specific reporting date or the Service member's reporting-not-later-than date on the next PCS order to the CONUS.

d. When a former family member is authorized transportation related to a divorce or annulment, the travel order may also authorize HHG transportation under the same conditions and circumstances, and using the same terminal points, as in par. 050805 for the personal travel.

(1) HHG transportation in this situation must be turned over to a Transportation Officer or to a carrier for transportation within 1 year after the final decree of divorce or annulment effective date, or within 6 months after the date the Service member completes personal travel from the PDS OCONUS due to a PCS, whichever occurs first.

(2) An extension of the 6-month time limit may be authorized or approved as specified for dependent travel in par. 050805. If the 6-month time limit is extended, the HHG must be turned over to a Transportation Officer or carrier for transportation within 1 year after the final decree of divorce or annulment effective date or the date the Service member completes personal travel due to a PCS, whichever occurs first.

e. When an order authorizes dependent transportation under par. 052009-B, HHG transportation may be authorized. The official authorizing the transportation determines the destination to which transportation is authorized and ensures that a reasonable relationship exists between the destination and the conditions and circumstances. The cost is limited to what the Government's cost would have been to transport the HHG between authorized locations. The authorized locations for the

origin are the Service member's last or former PDS OCONUS, or the place to which the HHG was last transported at Government expense. The authorized destinations are the Service member's HOR, PLEAD, or the dependent's designated place. An additional authorized destination may be the foreign-born dependent's native country when granted through the Secretarial Process. NTS is not authorized.

(1) When dependent transportation is authorized due to a Service member being convicted of a court martial and placed on leave while awaiting appellate review, then HHG transportation is limited to the cost from the Service member's last or former PDS OCONUS to the HOR or PLEAD.

(2) If HHG is transported under this paragraph, and the Service member returns to duty at a new PDS after being released from confinement, the Service member is authorized HHG transportation from the location where the HHG is located to the new PDS. The cost of HHG transportation is limited to the cost from the Service member's HOR or PLEAD to the new PDS. The weight is based on the grade the Service member held on the PCS order's effective date to the new PDS.

(3) If HHG is not transported under this paragraph, and the Service member returns to duty at a new PDS after being released from confinement, the Service member is authorized HHG transportation from the location where the HHG was last transported at Government expense to the new PDS. The HHG weight is based on the grade held on the PCS order's effective date to the new PDS.

f. When a custody agreement changes, or other legal arrangements change and the Service member is authorized dependent travel to return to the same or another PDS OCONUS under par. 050805, return transportation for HHG may be authorized through the Secretarial Process. The transportation is limited to the cost from the place where the HHG was previously transported at Government expense to the PDS OCONUS. The Service member must have 12 or more months remaining on the tour at the PDS OCONUS on the day the HHG is scheduled to arrive at that PDS. Exceptions may be granted through the Secretarial Process when the HHG shipping time uses a portion of the 12 months at the PDS OCONUS.

g. When a dependent leaves the PDS OCONUS before the Service member on an Early Return of Dependent order and the Service member subsequently serves an IPCOT:

(1) HHG transportation is authorized to the IPCOT location under one of the following conditions:

(a) A dependent is returned to the PDS OCONUS at Government expense under par. 050804,

(b) A dependent is returned at personal expense, and then is later command-sponsored

(2) The cost of HHG transportation is limited to the cost from the place where the HHG was previously transported at Government expense to the PDS OCONUS. The Service member must have 12 or more months remaining on the tour at the PDS OCONUS on the day the HHG is scheduled to arrive at that PDS. Exceptions may be granted through the Secretarial Process when the HHG shipping time uses a portion of the 12 months at the PDS OCONUS.

### **052006. HHG Transportation and Storage When Ordered on a PCS to a PDS in the Vicinity of Storage**

A. Authorization. A Service member is authorized NTS when ordered on a PCS to a PDS that is at or in the vicinity of a place where the Service member already has HHG in NTS. HHG transportation from NTS to the residence is also authorized. A Service member must take delivery of his or her HHG within the first 90 days.

B. Extensions. Due to conditions beyond the Service member's control, if the HHG cannot be withdrawn from NTS during the first 90 days, then an additional 90 days of NTS may be authorized or approved as in par. 0518-A. An additional period of NTS beyond 180 days may be authorized or approved as in par. 0518-A.

### **052007. PCS with TDY en Route, PCS While on TDY, or PCS Following TDY Pending Further Assignment**

#### A. PCS with a TDY En Route or While on a TDY

1. Eligibility. A Service member on a PCS order with a TDY en route, or on a PCS order without return to the old PDS while on a TDY, is authorized HHG transportation to the new PDS.

#### 2. Allowances

a. The Service member may choose to transport HHG up to the TDY weight allowance to the TDY location for personal use, or may choose to put the HHG in NTS for the TDY's duration. The Service member retains the TDY HHG transportation allowance, regardless of the provisions of Section 0205. The Service member's commanding officer, the AO, the destination Transportation Officer, or any other Service-designated official at the TDY location may authorize SIT for any portion of the TDY HHG at the TDY location. When the TDY is completed, the TDY HHG, including those in SIT at the TDY location, may be transported to the new locations authorized in the PCS order.

b. HHG placed in NTS may remain in NTS, when authorized in the PCS order, or it may be transported to the new PDS. The total weight of the HHG transported plus the weight of HHG stored is limited to the Service member's authorized PCS weight allowance.

#### B. PCS Following TDY Pending Further Assignment

1. Eligibility. A Service member whose HHG was placed in NTS at Government expense when the Service member was ordered to a TDY pending further assignment is eligible for HHG transportation or storage.

#### 2. Allowances

a. An eligible Service member is authorized NTS for the full TDY period. An additional 90 days of NTS may be authorized or approved under the same provisions as those specified for SIT in par. 0518 in one of the following circumstances:

(1) The new PDS is OCONUS or at a location to which HHG transportation is prohibited or restricted.

(2) For reasons beyond the Service member's control, the HHG cannot be withdrawn within 90 days following TDY completion or during the first 90 days after the arrival date at either the PDS OCONUS or PDS where HHG transportation is prohibited or restricted.

b. HHG transportation from storage to the residence is authorized under Table 5-35 when the new assignment is to one of the following:

(1) Sea duty.

(2) Duty OCONUS.

(3) Duty at a PDS to which HHG transportation is prohibited and the designated place under par. 050907 is at or in the NTS location vicinity.

### **052008. HHG in Connection with a Course of Instruction of 20 or More Weeks at Any One Location**

A. Eligibility. A Service member who is on active duty, or ordered to active duty, to attend a course of instruction where the scheduled cumulative duration at one location is 20 or more weeks is authorized HHG transportation. This includes courses taught at schools, military installations, and Foreign Service schools.

#### **B. Allowances**

1. 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 where the course is conducted.

2. Upon approval by the Service concerned, all or part of the HHG already in NTS at the origin location may be converted to SIT at the Service member's request if the travel order authorizes HHG transportation or NTS. The NTS is converted to SIT at Government expense. Once the storage is converted from NTS to SIT, any storage costs accruing after the 180th day are the Service member's financial responsibility. Unless additional SIT days are authorized under par. 0518-A, no additional HHG storage is authorized until the next PCS order is issued.

3. If a Service member is permanently assigned when the course is completed to the location where the course was conducted, HHG transportation is authorized from NTS to the PDS. Any HHG not placed in storage in connection with a tour extension may be transported to the new PDS.

4. A Service member who is called or ordered to active duty for a course of instruction under this paragraph is authorized transportation of HHG from NTS to the HOR or PLEAD upon release from active duty, or to the new PDS if retained on active duty upon course completion.

### **052009. HHG Transportation When a PCS is in Connection with Disciplinary Action**

#### **A. HHG Transportation when a Service Member is Reduced in Grade**

1. Eligibility. A Service member who is reduced in grade after HHG has been transported on a PCS order to a PDS, is authorized HHG transportation upon receipt of a PCS order from that PDS.

2. Allowances. A Service member is authorized HHG transportation of the weight allowance specified for the grade held at the time of the PCS from that PDS, or when ordered to that PDS, whichever is greater. When the Service member is serving in a grade lower than that held when ordered to the PDS, the PCS order from that PDS must cite this paragraph as authority and state the weight allowance specified for the Service member's former grade. The transportation origins and destinations continue to be the same as they were before the reduction in grade. NTS authority continues regardless of the reduction in grade until the Service member's next PCS order's effective date.

B. HHG Transportation Located in the CONUS when Disciplinary Action Is Taken Against a Service Member Stationed OCONUS. Generally, HHG may be transported from any location and from NTS to a designated place. HHG may be transported to a destination in the dependent's native country if the dependent is foreign-born. The Service member is also authorized NTS or continued NTS. However, certain limitations exist as specified below. An order may be issued providing HHG transportation before the Service member's PCS if authorized or approved under par. 052005.

1. An order may be issued for HHG transportation before the Service member's PCS if authorized or approved when disciplinary action is taken against a Service member who is stationed OCONUS, discharged under other than honorable conditions, or sentenced to confinement with or without discharge as follows:

a. A Service member whose PDS is OCONUS who is not provided HHG transportation from the PDS OCONUS because the Service member has no dependents, or the dependents traveled at personal expense without an order, or other similar reason may be eligible for HHG transportation as indicated in Table 5-47.

Table 5-47. Circumstances Allowing HHG Transportation When Disciplinary Action is Taken If the Service member is...	Then...
1. serving OCONUS and is dropped from the rolls, sentenced to prison, or transferred as a prisoner to a place of detention,*	1. The officer exercising special or general court-martial jurisdiction over the Service member may authorize or approve HHG transportation when it is in the Government's best interest.  2. HHG transportation is limited to the authorized weight allowance of the grade held at the time the HHG is transported or when ordered to duty OCONUS, whichever is greater.  3. The AO must determine the destination to which transportation is authorized and must ensure that a reasonable relationship exists between that destination and the conditions and circumstances.
2. serving OCONUS and is transferred to a different ship or location to await trial by court-martial as a Deserter or Straggler,*	
3. sentenced by a court-martial to be confined or to receive a punitive discharge, including a bad conduct discharge, dishonorable discharge, or dismissal,*	
4. sentenced to confinement in a foreign or U.S. civil confinement facility,*	
5. returned to the CONUS for discharge under other than honorable conditions,*	
6. returned to the CONUS to serve a sentence of confinement in civil or military confinement facilities,*	
7. discharged OCONUS under other than honorable conditions,*	
8. discharged under other than honorable conditions after surrendering to military authorities in the CONUS following a period of absence without leave from the PDS OCONUS,* convicted by a court-martial and placed on leave involuntarily while awaiting completion of appellate review,**	

\*If the Service member has dependents, HHG transportation may be authorized limited to the Government's cost from the Service member's last or former PDS OCONUS or the place to which the HHG is last transported at Government expense, as applicable, to the Service member's HOR, PLEAD, or the designated place. If the dependent is foreign-born, HHG transportation may be authorized to the destination in the dependent's native country where the dependent is residing or will reside. If the Service member has no dependents, HHG transportation is authorized from the Service member's PDS OCONUS to any location, limited to the cost from the PDS OCONUS to the Service member's HOR or PLEAD, as the Service member selects.

\*\*The Government's cost for HHG transportation, whether the Service member has dependents or not, is limited to the cost of transportation from the Service member's last or former PDS OCONUS to the HOR or PLEAD, as the Service member selects. When HHG is transported under this provision, it is the final separation of HHG transportation unless the Service member is restored to duty.

b. A Service member whose HHG was transported while he or she was awaiting completion of appellate review of a court-martial conviction and then is later restored to duty following the appellate review. HHG transportation is authorized from the location where HHG was transported when the Service member was placed on appellate leave to the new PDS.

c. A Service member separated from the Service. NTS of HHG is not authorized as an alternative to transporting HHG or if the HHG is moved from Government or Government-controlled quarters.

2. When the Service member is released from confinement and returns to duty at a new PDS:

a. If the HHG was transported at Government expense under one of the conditions in Table 5-47, the HHG may be transported from any location to the new PDS, limited to the cost from the Service member's HOR or PLEAD to the new PDS. The Service member's PCS weight allowance is based on the grade held on the new PCS order's effective date.

b. If the HHG was not transported at Government expense under one of the conditions in Table 5-47, HHG transportation is authorized from the location where the HHG was last transported at Government expense to the Service member's new PDS. The Service member's PCS weight allowance is based on the grade held on the new PCS order's effective date.

C. HHG Transportation Due to a Court-Martial Sentence or Administrative Discharge Under Other than Honorable Conditions for a Service Member with a Dependent Stationed in the CONUS.

1. Eligibility. A Service member with a dependent who is stationed in the CONUS may be eligible for HHG transportation. HHG transportation may be requested by the Service member, the Service member's spouse, or another dependent if the Service member has no spouse or the spouse is not available. The HHG transportation is directly related to dependent transportation under par. 051005 when the Service member is sentenced by a court-martial to any of the following:

- a. Confinement for more than 30 days.
- b. Receive a dishonorable or bad-conduct discharge.
- c. Dismissal from a Uniformed Service.

d. Receive an administrative discharge under other than honorable conditions.

2. Allowances. A Service-designated authority determines the authorized destination of the HHG and ensures that a reasonable relationship exists between that destination and the conditions and circumstances on a case-by-case basis. The HHG transportation must be to a designated place. A foreign-born dependent may have HHG transported to a destination in his or her native country. The HHG must be turned over to a Transportation Officer or carrier within 180 days from the date the court-martial is completed or the date the Service member is given an administrative discharge. Additional time to turn over the HHG to the Transportation Officer or carrier may be granted through the Secretarial Process as specified in par. 051002. NTS is not authorized when HHG is moved out of Government or Government-controlled quarters or privatized housing, or as an alternative to transportation when the dependent is returned from OCONUS (see Table 5-47).

3. HHG transportation reimbursement may be paid to the Service member, or a dependent or ex-spouse when the Service member authorizes payment to either of those individuals.

### **052010. HHG Transportation Due to Medical Travel or the Death of a Service Member**

#### **A. Service Member Ordered to a Hospital in the CONUS**

1. When a Service member on active duty is ordered to a hospital in the CONUS from either a PDS or another hospital in the CONUS, HHG transportation may be authorized. The receiving hospital's commanding officer must issue a statement that the Service member's case has been evaluated and the observation period or treatment in that hospital is expected to be prolonged.

a. If the receiving hospital's commanding officer does not issue a statement regarding prolonged hospitalization, the Service member is authorized transportation of unaccompanied baggage, limited to 225 pounds gross weight. If the unaccompanied baggage is improperly transported or is unavoidably separated from the Service member, the unaccompanied baggage should be forwarded to the correct hospital's destination. The improperly transported unaccompanied baggage may be transported by an expedited mode when the origin's commanding officer determines circumstances require the expedited mode.

b. If the receiving hospital's commanding officer issues the prolonged hospitalization statement, the HHG transportation is the same as that authorized for a PCS. The HHG transportation cost is limited to the cost to the hospital from any combination of: the last or any previous PDS, the place where the HHG was last transported at Government expense, or the place of storage. As an alternative to transporting HHG, the Service member may choose to place all or part of the HHG in NTS. Additionally, any HHG already in storage when the Service member is hospitalized may stay in storage.

2. When a Service member on active duty OCONUS transfers to a hospital in the CONUS for observation or treatment, the HHG may be transported from any authorized place to the hospital. All or part of the HHG may be transported and placed in NTS. Any HHG in storage when the Service member is hospitalized may stay in storage. For the initial movement involving return from OCONUS to the hospital in the CONUS, the receiving hospital's commanding officer's statement that observation or treatment is expected to be prolonged is not required.

3. When a Service member is transferred to a hospital in the CONUS, he or she is authorized HHG transportation to any place in the CONUS instead of to the hospital, limited to the cost of

transporting the HHG to the hospital. When the HHG is transported from OCONUS, the cost is limited from the port through which transportation was made to the hospital. If the HHG is transported overland from Canada or Mexico, the cost is limited to the cost of HHG transportation by the carrier and route ordinarily used for similar shipments from the origin to the hospital in the CONUS.

4. Release from Observation or Treatment.

a. HHG transportation is authorized when a Service member is released from observation or treatment and is any of the following:

- (1) Restored to duty.
- (2) Separated from the Service.
- (3) Relieved from active duty.
- (4) Placed on the TDRL.
- (5) Retired, including transfer to the Fleet Reserve or Fleet Marine Corps Reserve.

b. HHG transportation is authorized from any combination of the last or any prior PDS or place where HHG was last transported at Government expense to a destination otherwise authorized in this part. HHG previously transported due to hospitalization can be moved from the place last transported at Government expense to the authorized destination, limited to the cost from the hospital to the authorized destination.

B. HHG Transportation When a Cadet or Midshipman Dies While Enrolled in a Service Academy. The personal items belonging to a cadet or midshipman who dies while enrolled in a Service academy may be transported at Government expense to the home of the person legally authorized to receive the items.

C. HHG Transportation When a Service Member is Officially Reported as Injured or Ill, Absent for 30 or More Days in a Missing Status, or Upon Death. For a Service member who died after retirement or release from active duty, see Table 5-55. Table 5-48 specifies the HHG transportation for a Service member under one of the following statuses:

1. An active-duty Service member who is officially reported as dead, injured or ill, or absent for a period of 30 or more days in a missing status as specified in [37 USC, Section 484](#).

2. An active-duty Service member who dies while entitled to basic pay as specified in [37 USC, Section 476\(f\)](#).

<b>5-48. HHG Transportation when a Service Member is Officially Reported as Injured or Ill, Absent for 30 or More Days in a Missing Status, or Upon Death</b>	
<b>If...</b>	<b>Then...</b>
1. official notice is received that a Service member is dead,	HHG transportation is authorized to any of the following: <ul style="list-style-type: none"> <li>● A Service member's HOR.</li> <li>● A dependent's residence, including the residence of a Service member's spouse in the case of a Service member married to another Service member.</li> <li>● Next of kin.</li> <li>● Other person authorized to receive custody of the HHG.</li> </ul>
2. official notice is received that a Service member is injured or ill and the anticipated period of hospitalization or treatment is expected to be for a prolonged duration as shown by a statement by the receiving hospital's commanding officer,	
3. official notice is received that a Service member is absent for a period of 30 or more days in a missing status,	
4. an injured or ill Service member, or his or her dependent, next of kin, or another person authorized to receive custody of the HHG requests special routing and service,	Section 0513 of this chapter authorizes special routing and service.
5. a dependent resides OCONUS when a Service member on permanent duty OCONUS dies,	the HHG OCONUS may be transported to NTS, or part of the HHG may be transported to the interim location where the dependent will reside, pending the dependent's decision on the destination of the final HHG move.
6. the dependent requests HHG transportation to a final destination,	the HHG transported to an interim location may later be transported to the final destination within the limitations specified in this paragraph.
7. a dependent takes physical possession of the HHG at an interim location,	the dependent is financially responsible for all costs in excess of the transportation cost of the 18,000-pound maximum HHG weight allowance in one lot from the origin OCONUS to the final destination via the interim location. In determining excess costs, the cost of authorized SIT while the HHG is in transit is part of the cost of one lot from the origin to final destination.
8. the dependent's final destination is at the interim location to which the HHG will be transported,	the HHG in NTS, at a designated place, or at a specific location may be transported to the interim location at Government expense for the dependent's use.
9. an official notice is received that the Service member has died after the HHG has been transported,	the HHG transported under par. 052010-C3a may again be moved.
10. an official notice is received that the Service member's status has changed from one status to another,	
11. it is determined through the Secretarial Process that circumstances justify an additional move after the Service member has been officially reported as absent in a missing status for a period of more than 1 year,	the HHG may again be moved.*
*If a mobile home was previously moved under Part D, HHG may be transported under this paragraph.	

3. Limitations

a. HHG transportation may be authorized or approved only if a reasonable relationship exists between the requested transportation destination and the circumstances of the Service member, the dependent, the next of kin, or another person authorized to receive custody of the HHG.

b. The authorized PCS HHG weight allowance limits do not apply to the HHG transported under this paragraph. However, the Service member's HHG weight allowance is subject to the 18,000 pounds net-weight limitation imposed by [37 USC, §476\(b\)\(1\)\(D\)](#).

c. HHG transportation authority terminates if HHG is not turned over to a Transportation Officer or carrier for transportation within the time limits specified in Table 5-49.

<b>Table 5-49. Time Limits</b>	
<b>If...</b>	<b>Then...</b>
1. HHG is not turned over to a Transportation Officer or carrier for transportation within 1 year from the date of the official status report,	the transportation authority ends 1 year after the date of the official status report.
2. HHG is not turned over to a Transportation Officer or carrier for transportation within 1 year after the Service member dies while entitled to basic pay,	the transportation authority ends 1 year after the Service member's death.
3. HHG is not turned over to a Transportation Officer or carrier within the 1-year limit,	transportation at a later date may be authorized or approved through the Secretarial Process (see Section 0510).
4. the decedent's estate becomes the subject of litigation during the authorized 1-year period,	HHG may be transported within 1 year from the final court decree date. .
5. an active-duty Service member entitled to basic pay died on or after January 6, 2006,	the Secretary concerned must give the dependent at least 3 years, beginning on the date of the Service member's death, to choose an HOS for travel and transportation allowances.
6. a retiree died on or after January 6, 2006, and had not chosen an HOS at that time,	the dependent, or the retiree's executor if there are no dependents, have 3 years from the Service member's retirement date (when the Service member first accrued the right to select a home) to choose an HOS for travel and transportation purposes.

4. When the identity of the person authorized to receive the Service member's HHG is not known, is subject to litigation, or is known but has not yet been located and notified to take custody of the HHG, the HHG may be stored or kept in storage until a proper disposition can be made.

a. SIT of HHG turned over to transportation within the time limits in Table 5-49 may be authorized or approved. However, SIT of more than 180 days is the financial responsibility of the Service member, the dependent, the next of kin, or whomever is authorized to receive custody of the HHG.

b. NTS of HHG belonging to a Service member is authorized when he or she is officially reported as absent for a period of 30 or more days in a missing status, is declared dead while in a missing status, or dies while entitled to basic pay and his or her dependent requests NTS.

(1) When a missing status is officially terminated and the Service member returns to active duty, HHG may stay in NTS at Government expense until the Service member's specific reporting date or the reporting-not-later-than date and the next PCS order.

(2) If the Service member does not return to active duty, the transportation authority of the HHG placed in NTS is determined under Section 0510, or provisions in par. 052010-C upon death of a Service member, as applicable.

5. If an active-duty Service member is married to another Service member, the spouse may transport the deceased, injured, ill, or absent Service member's HHG in connection with the spouse's next immediate PCS under the circumstances authorized in par. 052010-C. Transportation of HHG in this situation replaces any other transportation authorized in par. 052010-C. The 1-year time limit and the requirement for additional time in Table 5-49 do not apply. For transportation purposes, the Service member's and surviving spouse's HHG may be combined. The total weight is limited to 18,000 pounds plus the HHG weight allowance of the surviving spouse.

**052011. HHG Transportation When a Service Member is Ordered from a PDS to Await an Order, Detail, Assignment, or Separation**

A. Ordered from a PDS in the CONUS. A Service member who is ordered from a PDS in the CONUS may place his or her HHG into NTS. Upon receipt of an order assigning the new PDS, HHG transportation from NTS is authorized from storage or the previous PDS to the new PDS.

B. Ordered from a PDS OCONUS. When a Service member is ordered to the CONUS from a PDS OCONUS, HHG transportation may be authorized from the PDS to the place in the CONUS where he or she is ordered to report even if it is not the new PDS, which is unknown. If an order to the new PDS is not available when the HHG arrives, the HHG may be placed in NTS. Upon receipt of the order naming the new PDS, the same HHG may be transported to that PDS. In these circumstances, the order that detaches the Service member from the PDS OCONUS and the order naming the new PDS are one PCS order. If the Service member takes physical possession of the HHG, the Government must not further transport the HHG because that is considered to be for the Service member's convenience. Table 5-50 specifies HHG transportation allowances for a Service member ordered from a PDS OCONUS to the United States or to a non-foreign area OCONUS for separation processing when he or she is authorized to select an HOS.

<b>Table 5-50. Ordered from a PDS OCONUS to the United States or to a Non-foreign Area OCONUS for Separation Processing with HOS Authorized</b>	
<b>If...</b>	<b>Then...</b>
1. a Service member is ordered from a PDS OCONUS to an area in the CONUS or non-foreign area OCONUS for separation processing with HOS authorized under par. 051003,	the HHG may be placed in NTS or may be transported from the PDS to the place to which ordered to report. Once the HOS is selected, this HHG may be later transported under par. 051003.
2. the Service member takes possession of the HHG at the processing station,	transportation of the HHG to the HOS from the processing station is still authorized. The Service member must agree to bear all costs in excess of transporting the maximum authorized PCS HHG weight allowance in one lot directly from the PDS OCONUS to the HOS via the processing location. The costs of delivering, unpacking, re-packing, and re-shipping of the HHG to the Service member at the

<b>Table 5-50. Ordered from a PDS OCONUS to the United States or to a Non-foreign Area OCONUS for Separation Processing with HOS Authorized</b>	
<b>If...</b>	<b>Then...</b>
	processing location are not part of the Government's cost obligation ( <a href="#">44 Comp. Gen. 826 (1965)</a> ). In determining excess costs, the cost of the authorized SIT is part of the cost of one lot from origin to final destination.
3. the Service member's HOS is at the same location as the processing station,	the HHG in NTS at a designated place or location during the tour OCONUS may be transported to the processing station.

**Note:** A NOAA Marine and Aviation Operations and Commissioned Personnel Center is a processing station for NOAA.

### **052012. HHG Transportation Due to Separation from the Service or Relief from Active Duty**

#### **A. HHG Transportation and NTS - General.**

1. A Service member on active duty who is separated from the Service or relieved from active duty under par. 051002, is authorized HHG transportation, limited to the authorized PCS weight allowance, to the HOR or PLEAD, whichever the Service member selects.

a. HHG transportation is authorized from the last or any previous PDS, a designated place, or an authorized storage location. The Service member may transport the HHG between any locations other than those authorized. Any excess costs are the Service member's financial responsibility.

b. If the Service member transports his or her HHG between locations other than those authorized, the Transportation Officer or Finance Office computes the excess costs based on either the cost that the Government would have incurred for transporting the Service member's maximum PCS HHG weight allowance in one lot from the last PDS or the cost of transporting the HHG from its actual location, whichever would result in a lower cost to the Government.

2. A Service member who is authorized HHG transportation under par. 051002 is authorized NTS. The authority begins on the date the order is issued and terminates on the end of the 180th day from the active-duty termination date.

3. SIT of the HHG transported from NTS under par. 051002 is authorized only when necessary due to conditions beyond the Service member's control that arise after HHG transportation from NTS and the SIT is authorized or approved according to Service regulations. Any HHG not placed in NTS may be placed in SIT under par. 0518-A, in connection with transportation under par. 051002.

#### **B. HHG Transportation and NTS - Other Circumstances**

1. Table 5-51 specifies circumstances affecting the allowance for separation from the Service and release from active duty and the associated allowances.

<b>Table 5-51. Separation or Relief from Active Duty under Certain Circumstances</b>	
<b>If...</b>	<b>Then...</b>
1. a Service member is separated or relieved from active duty to continue on active duty in a Uniformed Service,	HHG transportation or NTS is authorized only if the Service member is transferred on a PCS order in connection with his or her continuance or reentry into a Service.
2. a Service member is separated or relieved from active duty because his or her enlistment or term of service expires and, on the following day, re-enters the Service at the location where he or she was separated or relieved with no change of PDS,	neither HHG transportation nor NTS is authorized.
3. a Service member serving in the CONUS has no dependents and is separated from the Service under other than honorable conditions,	
4. an RC member is ordered to: <ul style="list-style-type: none"> <li>● Initial active duty for training for 6 or fewer months,</li> <li>● Active duty, including active duty for training, for less than 20 weeks,</li> <li>● 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 location,</li> </ul>	HHG transportation, including SIT for 30 or fewer days, is authorized upon relief from such duty. <ul style="list-style-type: none"> <li>● The weight allowance authorized is the TDY HHG weight allowance, not the PCS weight allowance.</li> <li>● HHG transportation is authorized from the last duty location or place where the HHG was last transported at Government expense to the HOR or PLEAD or active duty for training location.</li> <li>● NTS is not authorized.</li> </ul>
5. a Service member is separated to pursue an undergraduate degree through the ROTC scholarship program,	HHG transportation to that college, the HOR, or PLEAD, as the Service member chooses, is authorized. Transportation is authorized from the last or any previous PDS, a designated place, or an authorized storage location. If the Service member chooses HHG transportation between other places, he or she is financially responsible for all costs in excess of those that would have been incurred had the HHG been transported between authorized locations. Storage is authorized as specified in par. 0518.
6. a Service member is separating from the Service or is being released from active duty and: <ul style="list-style-type: none"> <li>● is authorized HHG transportation,</li> <li>● is required by appropriate authority to vacate Government quarters, Government-controlled quarters, or privatized housing before actual separation or release from active duty,</li> </ul>	a short-distance move of HHG up to the Service member's authorized PCS weight limit is authorized from the vacated quarters or privatized housing to a local temporary residence in the vacated quarters or privatized housing vicinity.
7. a Service member actually separates or is released from active duty after moving from vacated quarters or privatized housing to a local temporary residence, under the circumstances specified in item 6 of this table,	HHG transportation within the time limits and within the Service member's weight allowance is authorized from the local temporary residence to the Service member's HOR or PLEAD, whichever the Service member selects.

2. A Service member awaiting the results of physical disability proceedings is authorized HHG transportation to the home or specific location where he or she is awaiting those results. If

separated or relieved from active duty, the Service member is authorized HHG transportation to an authorized point. The cost of HHG transportation is limited to the cost of transporting the HHG from the Service member's PDS when he or she received the order to proceed in an awaiting-orders status to the point authorized due to separation or relief from active duty, less any amount previously paid for HHG transportation to the point where he or she awaited the results. To be authorized HHG transportation:

- a. He or she must be found unfit to perform the duties of his or her grade by a physical evaluation board.
- b. He or she must not be authorized an HOS move under par. 051003.
- c. He or she must have been ordered home or to a specific location to await the results of the disability proceedings for the Government's convenience.
- d. He or she must sign a written release agreeing not to contest the initial physical evaluation board results.

C. Time Limit. Authority for HHG transportation is limited to 180 days. Such authority ends on the 181st day following separation from the Service or relief from active duty, unless a written request for HHG transportation is submitted to a Transportation Officer or designated representative before the end of the 180th day.

1. When an HHG transportation application is made within 180 days, HHG must be turned over for transportation as soon as practicable after the submission. The Transportation Officer or designated representative determines the reasonableness on a case-by-case basis.
2. A time limit extension for HHG transportation does not extend the Government's obligation for storage costs for a period greater than what was authorized or approved under par. 051002 for NTS or par. 0518 for SIT. Following NTS expiration, the HHG must be transported as soon as possible to the final destination.
3. In hardship cases, a time-limit extension may be authorized or approved for a specific period of time through the Secretarial Process.

D. Service Member Recalled to Active Duty after Separation from the Service or Relief from Active Duty. A Service member who is recalled to active duty after being separated from the Service or relieved from active duty, and who was previously authorized HHG transportation and NTS, may be authorized either HHG transportation or NTS under the recall order.

1. If the Service member has his or her HHG in NTS when recalled to active duty, the HHG is authorized to remain in NTS if the Service member is otherwise authorized NTS. The authorization is valid from the active-duty recall date until the date he or she is again separated from the Service or relieved from active duty.
  - a. If the Service member is ordered on a TDY due to a recall, continued storage may be provided only if he or she qualifies for special storage under Chapter 2.
  - b. If the Service member is ordered on a PCS due to the recall, continued NTS under the PCS order may be authorized and provided to the Service member.

2. If the Service member had HHG in NTS when recalled to active duty, and he or she is again separated from the Service or relieved from active duty under honorable conditions, the Service member is authorized NTS under par. 051002 and HHG transportation to the HOR or PLEAD, whichever location the Service member selects. The HHG must be turned over to a carrier for transportation within 180 days after the date the Service member is separated or released from active duty following a recall.

**052013. HHG Transportation in Connection with Retirement, Placement on the TDRL, Discharge with Severance or Separation Pay, or Involuntary Release from Active Duty with Readjustment or Separation Pay**

A. HHG Transportation and Storage—General

1. A Service member on active duty is authorized HHG transportation from the last or any previous PDS; from a designated place in the CONUS, from a designated place in a non-foreign area OCONUS, or from anywhere the Service member selects, subject to par. 051306; from storage; or any combination of these locations to the Service member's HOS when the Service member is:

- a. Retired for physical disability or placed on the TDRL, regardless of length of service.
- b. Retired with pay for any other reason, including transfer to the Fleet Reserve or Fleet Marine Corps Reserve, immediately following 8 or more years of continuous active duty with no single break in service of 91 or more days.
- c. Separated with severance or separation pay immediately following 8 or more years of continuous active duty with no single break in service of 91 or more days.
- d. Involuntarily released from active duty with readjustment or separation pay immediately following 8 or more years of continuous active duty with no single break in service of 91 or more days.

2. HHG transportation is authorized to a place other than the Service member's HOS, or for a split shipment that sends part of the HHG to the HOS and part to some other place, provided the Service member bears all costs in excess of transportation of his or her maximum PCS HHG weight allowance in one lot to the HOS, HOR, or PLEAD, whichever provides the greatest cost savings to the Government.

3. Transportation to the Service member's HOR or PLEAD under par. 052012, but not to a HOS, is authorized when a Service 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.
- 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>Table 5-52. HHG Storage—Retirement, TDRL, Discharge with Severance or Separation Pay, or Involuntary Release from Active Duty with Readjustment or Separation Pay</b>		
<b>Allowance</b>	<b>Authorization</b>	<b>Limitation</b>
<b>HHG to NTS</b>	Service member or dependent is authorized HHG transportation under either par. 051003 or Table 5-33.	The authority begins on the date the order is issued and ends 1 year from the active-duty termination date, unless otherwise indicated in this paragraph. A Service member undergoing hospitalization or medical treatment on the date of active-duty termination, or for any period of time during the 1-year period following such date is authorized NTS as specified in Table 5-53.
<b>HHG from NTS to SIT*</b>		Only when necessary due to conditions beyond the Service member’s control that arise after transportation from NTS, and the SIT is authorized or approved according to Service regulations.
*Any portion of a Service member’s HHG not placed in NTS may be placed in SIT as part of the HHG transportation under the authorization.		

B. Time Limits. HHG must be turned over for transportation within 1 year following active duty termination, except as specified in Table 5-53.

<b>Table 5-53. Extensions of HHG Shipping Time Limits</b>	
<b>If...</b>	<b>Then...</b>
1. a Service member who is authorized HHG transportation to a HOS, is confined in or undergoing treatment at a hospital on the active-duty termination date,	HHG transportation and NTS are authorized, but authorization ends 1 year after either the date of discharge from the hospital or the termination of the medical treatment, whichever is later. This 1-year period may be extended through the Secretarial Process.
2. a Service member who is authorized HHG transportation to an HOS, is confined in or undergoing treatment at a hospital for any period of time during the 1-year period following active-duty termination,	HHG transportation and NTS are authorized until 1 year after the active-duty termination date plus a period equal to the Service member’s hospitalization or treatment period. <ul style="list-style-type: none"> <li>● The time period for HHG transportation may be extended through the Secretarial Process.</li> <li>● The NTS time period cannot be extended.</li> <li>● Any NTS in excess of this total time is the Service member’s responsibility.</li> </ul>
3. a Service member is authorized HHG transportation under pars. 051003-A and 051003-B is undergoing education or training to qualify for transition into civilian employment on the active-duty termination date,	HHG transportation is authorized until 1 year after the education or training is completed, or 2 years after the active duty termination date, whichever is earlier. This time period may be extended through the Secretarial Process. There is no authority to extend NTS beyond the 1 year active-duty termination.
4. a Service member begins education or training to qualify for transition into civilian employment during the 1-year period following the active-duty service termination date, or during a longer period authorized due to hospitalization or medical treatment,	

C. Other Deserving Cases

1. Time limit extensions may be authorized or approved through the Secretarial Process when:

a. An unexpected event beyond the Service member’s control occurs that prevents him or her from moving to the HOS within the specified time limit.

b. The extension is in the Service’s best interest or to the Service member’s benefit, and it is not more costly or adverse to the Service. This includes cases where the 1-year time limit has already been extended due to hospitalization, medical treatment, education, or training.

2. Time limit extensions may be authorized or approved only for the specific period of time the Service member anticipates is needed to complete the move. If, at the expiration of this extension period, additional time is required, the Service member may request an additional extension through the Secretarial Process, explaining the reasons for the extension. An additional authorized period for a specific time may then be authorized or approved through the Secretarial Process. Time-limit extensions are not authorized for any reason for more than 6 years from the date of separation, release from active duty, or retirement. Also see par. 051003-I for restrictions on time limit extensions.

3. Delays in HHG transportation under this subparagraph must be due to the Service member’s separation from the Service.

4. Extensions for HHG transportation do not change the Government’s obligation for storage costs for longer than a 1-year period from the active duty termination date, except when a longer period is authorized for hospitalization or medical treatment.

D. Service Member Required to Vacate Government or Government Controlled Quarters or Privatized Housing before Selecting a Home. When a proper authority requires a Service member to vacate Government or Government-controlled quarters, or privatized housing, before choosing an HOS, the Service member is authorized HHG transportation for a short-distance move from the vacated quarters or housing to a local temporary residence in the vacated housing vicinity. The Service member’s PCS weight allowance applies for this short-distance move. HHG transportation is authorized within the specified time limits and for the Service member’s PCS weight allowance from the local temporary residence to the HOS.

E. Recall to Active Duty. When a Service member is eligible to select a home under par. 051003, and is recalled to active duty, certain HHG transportation allowances are authorized. Table 5-54 identifies the situations and allowances when such a recall occurs.

<b>Table 5-54. Recall to Active Duty</b>	
<b>If a Service member is recalled to active duty...</b>	<b>Then...</b>
1. before selecting a home, and has HHG in NTS under par. 051003-A4 and 051003-A5,	NTS may continue from the date the Service member is recalled to active duty until he or she reverts to a retired status, provided he or she is otherwise authorized NTS storage.
2. before selecting a home and ordered on a TDY due to the recall,	continued NTS storage may be provided only if the Service member qualifies for special storage under par. 032903 and Section 0205.

<b>Table 5-54. Recall to Active Duty</b>	
<b>If a Service member is recalled to active duty...</b>	<b>Then...</b>
3. before selecting a home and ordered on a PCS due to the recall,	NTS may continue if authorized on the PCS order.
4. before selecting a home and had his or her HHG in NTS at the time of recall,	when the Service member reverts to a retired status under honorable conditions, NTS and HHG transportation to an HOS are authorized. The HHG must be turned over to a carrier for transportation within 1 year after the date the Service member is released from active duty following the recall and reversion to the retired status.
5. after selecting and traveling to a HOS,	HHG transportation is authorized to the previous HOS or PLEAD, whichever the Service member chooses for travel allowances, upon termination of active duty under honorable conditions.

F. Service Member on the TDRL Who is Discharged or Retired. When a Service member on the TDRL is discharged with severance pay or retired for any reason, including transfer to the Fleet Reserve or Fleet Marine Corps Reserve, HHG transportation is not authorized. However, the Service member may be eligible for HHG transportation to the HOS, storage, or have his or her time-limit extensions granted due to hospitalization, medical treatment, education, training, or other deserving cases as specified in this section.

G. Service Member Ordered Home to Await Disability Retirement. A Service member is authorized HHG transportation when a physical evaluation board finds that he or she is unfit to perform the duties of his or her grade and the Service member is ordered home or to a specific location for the Government's convenience to await another order in connection with disability retirement. HHG transportation is authorized to the home or a specific location. HHG transported under this paragraph may be re-transported when a retirement or other order is finally issued. However, the maximum HHG authorization is for the distance from the Service member's PDS at the time he or she received the order to proceed in an awaiting-orders status, to the point to which the Service member is authorized due to retirement or release from active duty, less any amount previously paid for transportation of the HHG to the waiting point.

H. Service Member Dies after Retirement or Release from Active Duty. If a Service member, authorized HHG transportation to a HOS under pars. 051003-A and 051003-B, dies after retirement or release from active duty, certain HHG transportation allowances are authorized. Table 5-55 specifies the conditions and allowances associated with this event. The time limits in par. 051003-I apply to HHG transportation under this paragraph.

<b>Table 5-55. HHG Transportation when a Service Member Dies After Retirement or Release from Active Duty</b>	
<b>If a Service member dies...</b>	<b>Then...</b>
1. after choosing a HOS specified in par. 051003 but before transporting HHG,	the HHG may be transported, at a dependent's request, to the Service member's HOS, other dependent selected place, or partially to each location.

<b>Table 5-55. HHG Transportation when a Service Member Dies After Retirement or Release from Active Duty</b>	
<b>If a Service member dies...</b>	<b>Then...</b>
2. after choosing a HOS and traveling to that HOS but before HHG transportation,	<ul style="list-style-type: none"> <li>● The dependent is financially responsible for all costs in excess of the transportation cost in one lot to the Service member's chosen HOS.</li> <li>● 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 Service member's maximum PCS HHG weight allowance to the Service member's chosen HOS.</li> </ul>
3. after choosing a home but has not traveled to the HOS, has not executed any travel allowance associated with the HOS, or transported his or her HHG,	<p>the HHG may be transported at Government expense, at a dependent's request, to the Service member's HOS or the dependent-selected home that would have been authorized under par. 051003-B or partially to each location.</p> <ul style="list-style-type: none"> <li>● The dependent is financially responsible for all cost in excess of the transportation of the Service member's maximum PCS HHG weight allowance in one lot to the dependent-selected home.</li> </ul>
4. before choosing a HOS under par. 051003,	<ul style="list-style-type: none"> <li>● If there are no surviving dependents, the HHG may be transported to the home of the person legally authorized to receive them.</li> </ul>

**052014. HHG Transportation for a Dependent Relocating for Personal Safety**

See par. 051205.

**0521 HHG and Mobile Home Allowances**

When a Service member chooses to move a mobile home, ordinarily, HHG transportation is not authorized. The mobile home shipment is instead of the HHG shipment. However, there are a few instances when HHG transportation may be authorized when a mobile home is also being shipped.

**052101. Transportation of HHG Removed from a Mobile Home to Meet Safety Requirements**

The HHG that must be removed from a mobile home to meet safety requirements may be transported at Government expense. Determine the cost limit on mobile home transportation under Part D by deducting the cost of transporting the removed HHG from the total Government-constructed cost to transport the Service member's maximum authorized HHG PCS weight allowance. The remaining amount is the cost limit.

**052102. HHG Transportation Authorized When a Mobile Home is Also Transported**

A. PCS between a PDS in the CONUS to Alaska, a PDS in the CONUS to OCONUS, a PDS in Alaska to Alaska, or a PDS in Alaska to OCONUS. See [Computation Example](#).

1. When concurrent dependent travel is authorized or is to be authorized within 20 weeks from the Service member's port reporting month, but not all of the dependents can travel to the new PDS OCONUS, a Service member is authorized both of the following:

a. Unaccompanied baggage and other HHG transportation to the PDS OCONUS.

b. Mobile home allowances to a designated place in the CONUS or Alaska if the dependents who are not traveling to the PDS are to use the mobile home as a residence during the Service member's tour OCONUS under one of the following conditions:

(1) When a Service member married to a Service member can combine their PCS weight allowances to a new PDS and each of them is authorized to move a mobile home on a PCS order.

(2) A dependent travels to or from a designated place or selected point in the CONUS or Alaska to a new PDS that is neither in CONUS nor Alaska.

2. If a Service member is assigned to duty OCONUS and concurrent travel of a dependent is denied or is delayed for an anticipated period of 20 or more weeks from a Service member's port reporting month, then the Service member may choose mobile home allowances to a designated place in the CONUS or Alaska. If the Service member chooses to move a mobile home to a designated place, then the Service member is authorized unaccompanied baggage and other HHG transportation to the PDS OCONUS, subject to the following limitations:

a. The Government's total liability for the cost of moving the mobile home, shipping the unaccompanied baggage and other HHG is limited to the total Government-constructed cost to transport the Service member's maximum authorized PCS HHG weight allowance between the old PDS and new PDS.

b. If the dependent is later authorized to travel to the PDS OCONUS at Government expense, the Service member may transport the HHG from the designated place to the PDS OCONUS. The Government's cost liability for the HHG transportation allowance for moving the mobile home, any unaccompanied baggage and HHG already shipped to the PDS OCONUS, plus any HHG shipped from the designated place to the PDS OCONUS is limited to what it would have cost the Government to ship the Service member's maximum authorized PCS HHG weight allowance between the old PDS and new PDS.

3. A Service member stationed OCONUS or outside Alaska who is returned to the CONUS or Alaska under a PCS order and who chooses mobile home allowances within the CONUS or Alaska, is also authorized HHG and unaccompanied baggage transportation from the PDS OCONUS or Alaska to the new PDS, HOR, PLEAD, or HOS, as applicable. The Government's cost liability for the total of the mobile home move, the shipment of HHG, and the unaccompanied baggage transportation is limited to what it would have cost the Government to transport the Service member's authorized maximum PCS HHG weight allowance between the old PDS and new PDS, HOR or PLEAD, or HOS, as applicable

4. A Service member who chooses mobile home allowances between a PDS in Alaska and a PDS in the CONUS is not authorized HHG or unaccompanied baggage transportation, unless the HHG was removed from the mobile home to meet safety requirements.

**B. Unusual or Emergency Circumstances**

1. A Service member who is stationed in Alaska or OCONUS is authorized his or her HHG and unaccompanied baggage from the PDS to a designated place, but not for the HHG removed from the mobile home to meet safety requirements, when both of the following occur:

a. A dependent is returned to the CONUS or Alaska under the rules for an early return of the dependent or under Sections 0508 or 0512.

b. The Service member chooses mobile home allowances within or between the CONUS or Alaska under the rules for an early return of a dependent.

2. A Service member is not authorized HHG or unaccompanied baggage transportation, but is authorized transportation of the HHG removed from the mobile home to meet safety requirements when both of the following occur:

a. A dependent is returned from Alaska to the CONUS due to a personal situation OCONUS, including travel in the CONUS when disciplinary action is taken against a Service member who is stationed OCONUS.

b. The Service member chooses mobile home allowances from Alaska to the CONUS.

C. Mobile Home Delivery not Completed. When mobile home delivery at the authorized destination is prevented by circumstances beyond the Service member's control, HHG transportation is authorized as specified below.

1. When the HHG has been turned over to the Government to transport, and the Government-procured transportation is unable to deliver the mobile home to the destination, compute the HHG transportation cost as specified in Table 5-56.

<b>Table 5-56. Computation when Government-Procured Transportation is Unable to Complete Delivery</b>	
<b>Step</b>	<b>Computation</b>
<b>1</b>	Determine what would have been payable to transport the mobile home to the destination.
<b>2</b>	Add the cost to transport any HHG removed from the mobile home to meet safety requirements.
<b>3</b>	Add any unaccompanied baggage and other HHG transported.
<b>4</b>	Subtract any cost to the Government for mobile home transportation to the location where the Government-procured transportation is unable to deliver the mobile home, also known as the breakdown point.
The remainder is the allowable cost to ship the HHG.	

2. When a Service member personally arranges for HHG transportation, and the personally-procured commercial transportation is unable to complete the delivery of a mobile home to the destination, HHG transportation is authorized limited to:

a. What would have been payable if the mobile home had been transported by Government-procured transportation to the authorized destination, less any TDY HHG weight allowance transported, SIT, and dry storage that was provided for the mobile home transportation to the point of breakdown.

b. The Government's total cost is limited to the cost to transport the PCS weight allowance of HHG from the old PDS to the new PDS not to exceed the GCC.

D. HHG Removed from a Mobile Home to Meet Safety Requirements. The HHG that must be removed from a mobile home to meet safety requirements may be transported at Government expense. HHG transportation cost must be deducted from the total cost of what it would have cost the Government to transport the Service member's maximum authorized HHG weight to determine the Service member's cost limit on mobile home transportation under Part D.

**052103. HHG Transportation Not Authorized**

HHG transportation is not authorized for a Service member who chooses mobile home allowances except:

- A. Those HHG transportation allowances specified in this section.
- B. For a Service member married to a Service member (see Part D).
- C. When a mobile home is transported in connection with an alert notice.

## CHAPTER 5: PERMANENT DUTY TRAVEL (PDT)

### SUBCHAPTER 1: SERVICE MEMBERS

#### PART D: MOBILE HOME TRANSPORTATION FOR SERVICE MEMBERS

##### 0522 Introduction

This Part identifies mobile home transportation allowances for a Service member ordered on a permanent change of station (PCS). A mobile home may be moved by commercial or Government means between the old permanent duty station (PDS) and new PDS, when the PDSs are located within specific geographic boundaries, or to or from authorized selected points when one of the PDSs is at a location outside the continental United States (OCONUS) other than in Alaska. A selected point is a location within the continental United States (CONUS) or Alaska where the mobile home is kept while a Service member, with or without dependents, is at a PDS OCONUS other than Alaska. Transportation in this Part includes packing, pickup, line-haul or drayage, delivery, and unpacking.

##### 0523 Standard Allowances

###### 052301. Transporting a Mobile Home Instead of Household Goods (HHG)

A. Eligibility. A Service member on a PCS order may be authorized mobile home transportation allowances instead of household goods (HHG) transportation at Government expense when traveling to a new PDS that is neither in the CONUS nor Alaska. The Service member either has no dependent or has a dependent who travels to the new PDS at the same time as the Service member. A dependent may also be eligible for mobile home allowances when he or she is authorized to travel to or from the designated place or selected point in the CONUS or Alaska to a new PDS OCONUS. A mobile home eligible for transportation must meet all of the following conditions:

1. The mobile home is acquired on or before the PCS order's effective date to use as a residence by the Service member or a dependent at the location where it is being moved.
2. The mobile home's condition is maintained (including body, chassis, tires, and tubes) to withstand the transportation rigors. Any necessary maintenance to prepare the mobile home for transportation is at either the Service member's, dependent's, or heir's expense and to the Government's satisfaction.

###### B. Allowances

<b>If...</b>	<b>Then...</b>
1. two Service members are married to each other and both have PCS orders,	they may combine their authorized PCS HHG weight allowances. Determine the maximum amount the Government may pay is equal to the GCC of shipping the combined maximum authorized HHG weight allowances for both members between authorized locations..

<b>Table 5-57. Dependent Travel that Affects PCS Allowances for Moving a Mobile Home</b>	
<b>If...</b>	<b>Then...</b>
2. a Service member is married to a civilian employee and both have PCS orders,	they may combine their PCS HHG weight allowances.
3. a dependent is authorized to travel to or from the designated place or selected point in the CONUS or Alaska to a new PDS OCONUS,	<p>the Service member is authorized mobile home transportation and shipment of the HHG removed from the mobile home to the border crossing or appropriate port or designated place or selected point (see par. 052101).</p> <ul style="list-style-type: none"> <li>• The Service member may transport unaccompanied baggage and HHG, which includes the cost of packing, pickup, line-haul or drayage, delivery and unpacking to the new PDS.</li> <li>• The Government’s maximum liability to transport the mobile home, any HHG removed from the mobile home, and any unaccompanied baggage or HHG transported to the new PDS for the Service member’s use, limited to the Government’s cost to transport the HHG at the Service member’s PCS weight allowance from the old PDS to the new PDS.</li> </ul>

C. “Best Value” Transportation. The “Best Value” Transportation methodology is used to determine the maximum cost authorization for Armed Forces and the National Oceanic and Atmospheric Administration (NOAA) for the channel times and for the maximum HHG weight for grade and dependency status. The constructed mobile home transportation is always the “Best Value” transportation cost of the Service member’s maximum PCS HHG weight allowance between the authorized points. For details on how “Best Value” costs are determined, see the [DTR, Part IV, Chapter 403](#).

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**Note:** U.S. Public Health Service (USPHS) computes the Government’s cost to transport the Service member’s maximum PCS weight allowance by using the method USPHS would have selected to transport the Service member’s HHG.

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D. Constructed Government Cost. The constructed Government cost to transport the Service member’s mobile home, plus any HHG removed from the mobile home, and any unaccompanied baggage or HHG transported is limited to the Governments “Best Value” cost to transport HHG at the maximum PCS weight allowance from the old PDS to the new PDS.

E. Delayed or Deferred Mobile Home Transportation. The Service member may choose not to move a mobile home when authorized. Mobile home transportation is authorized on a subsequent PCS to the new PDS from either of the following, whichever distance is greater:

1. The former PDS where the mobile home was not moved.
2. The Service member’s most recent PDS.

F. Limitations. Mobile home transportation can be chosen instead of HHG transportation. This choice is available for PCS moves within the CONUS, within Alaska, or between the CONUS and Alaska. Selection of mobile home transportation does not allow unaccompanied baggage or HHG transportation unless the HHG was removed from the mobile home for safe transportation. The Service member may not request or accept payment for PCS HHG weight allowance transportation at Government expense when a mobile home has been moved in connection with the same PCS order.

G. Upon Separation from the Service, Relief from Active Duty, Placement on the Temporary Disability Retired List (TDRL), or Retirement. A Service member being separated from the Service, relieved from active duty, placed on the TDRL, or retired must turn over his or her mobile home to a Transportation Officer for shipment in accordance with the same time limits as the HHG to be authorized mobile home allowances. See par. 052012-C for time limits.

H. Funds Advance. Advance payment for personally procured mobile home transportation is authorized, limited to the estimated amount allowable. An advance cannot be paid directly to a carrier.

**052302. Geographic Limitations**

A Service member, dependent, or heir may be authorized mobile home transportation allowances between the geographic locations specified in Table 5-58. The cost limitation for shipping a mobile home is what the cost to the Government would have been to transport the HHG at the PCS HHG weight allowance between the old PDS and new PDS.

<b>Table 5-58. Geographic Limitations for Mobile Home Transportation Allowances</b>	
<b>Locations</b>	<b>Defined Areas</b>
<b>Origin and Destination Points</b>	<ul style="list-style-type: none"> <li>• Within the CONUS.</li> <li>• Within Alaska.</li> <li>• Between the CONUS and Alaska.</li> <li>• Through Canada en route between Alaska and the CONUS.</li> <li>• Through Canada en route between one point in the CONUS and another, such as traveling from Buffalo, New York to Detroit, Michigan.</li> <li>• From the old PDS in the CONUS or in Alaska to a border crossing point or appropriate port.</li> <li>• From a border crossing point or appropriate port in the CONUS to a new PDS in the CONUS or in Alaska or from a border crossing point or appropriate port in Alaska to a new PDS in Alaska.</li> </ul>
<b>Appropriate Port</b>	A port within CONUS or Alaska ordinarily used when a mobile home is transported at personal expense between a port in the CONUS or Alaska and a PDS neither in the CONUS nor Alaska.
<b>Border Crossing Point</b>	A border crossing point ordinarily used for mobile home movement between the CONUS, or Alaska, and either Canada or Mexico.

**0524 Transportation**

**052401. Government-Procured Transportation for Short-Distance Moves**

The Service member or dependent or heir must own the mobile home when it is moved. When the Installation Commander orders the Service member to vacate the premises (Government or local housing) he or she is authorized Government-procured transportation or reimbursement for expenses incurred, including storage in transit (SIT), to move the mobile home to another location in the PDS vicinity. Reimbursable expenses associated with moving a mobile home are listed in Table 5-59.

<b>Table 5-59. Reimbursable Expenses for a Mobile Home Move</b>	
<b>Reimbursable Expenses Authorized</b>	<b>Reimbursable Expenses not Authorized</b>
<ul style="list-style-type: none"> <li>• SIT.</li> <li>• Preparing the mobile home for transportation, including the preparation costs specified in par. 052403-B2.</li> <li>• Installing the mobile home at the new site.</li> <li>• Actual transportation.</li> </ul>	<ul style="list-style-type: none"> <li>• Excess preparation fees.</li> <li>• Excess transportation costs.</li> <li>• Special handling requested by the Service member.</li> <li>• Insurance or excess valuation over the carrier’s maximum liability.</li> <li>• Connecting or disconnecting appliances, equipment, and utilities involved in relocation and of converting appliances for operation on available utilities.</li> <li>• Costs associated with ensuring that the body, chassis, 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 or repair charges.</li> <li>• Repairs or maintenance performed en route, including structural repairs, brake repairs, and parts or tire replacement.</li> <li>• Storage accruing at any location unless caused by conditions beyond the Service member’s control.</li> </ul>

B. **Cost Limitation.** The transportation cost limitation specified in this part does not apply to short-distance moves. There is no cost constraint nor is the Service member limited to the cost of transporting 18,000 pounds of HHG.

**052402. Government-Procured Transportation**

The Service member may turn over their mobile home to the Government for transportation to the new PDS or authorized location. The Government pays all transportation costs up to what it would have cost the Government to transport the Service member’s PCS HHG weight allowance from the old PDS to the new PDS. These costs include pickup, transportation, and delivery of the mobile home to the destination ready for occupancy. Other reimbursable expenses are listed in Table 5-60.

<b>Table 5-60. Reimbursable Expenses for Government-Procured Transportation</b>	
<b>Reimbursable Expenses Authorized</b>	<b>Reimbursable Expenses not Authorized</b>
<ul style="list-style-type: none"> <li>• Actual transportation.</li> <li>• Ferry fares.</li> <li>• Bridge, road, and tunnel tolls.</li> <li>• Taxes.</li> <li>• Charges or fees fixed by a municipal authority for permits to transport mobile homes in and through its jurisdiction and the carrier service charges for obtaining such permits.</li> <li>• Preparing the mobile home for transportation, including the preparation costs specified in par. 052403-B2.</li> </ul>	<ul style="list-style-type: none"> <li>• Excess preparation fees.</li> <li>• Excess transportation costs.</li> <li>• Special handling requested by the Service member.</li> <li>• Insurance or excess valuation over the carrier’s maximum liability.</li> <li>• Connecting or disconnecting appliances, equipment, and utilities involved in relocation and of converting appliances for operation on available utilities.</li> <li>• Costs associated with ensuring that the body, chassis, 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 or repair charges.</li> </ul>

<b>Table 5-60. Reimbursable Expenses for Government-Procured Transportation</b>	
<b>Reimbursable Expenses Authorized</b>	<b>Reimbursable Expenses not Authorized</b>
	<ul style="list-style-type: none"> <li>• Repairs or maintenance performed en route, including structural repairs, brake repairs, and parts or tire replacement.</li> <li>• Storage accruing at any location unless caused by conditions beyond the Service member's control.</li> </ul>

A. Allowance Limitations. The Service member may not transport any HHG separately at Government expense or receive any other allowances for the transportation involved.

B. Routing. Expenses for transporting a mobile home at Government expense are limited to the usual highway routing in the CONUS and Alaska, and through Canada between origin and destination in the CONUS and Alaska.

### **052403. Personally Procured Transportation**

The Service member is responsible for making personally procured transportation arrangements for the mobile home.

A. Commercial Transportation. A Service member or a deceased Service member's heir, is authorized mobile home allowances and may transport a mobile home at personal expense.

1. Allowances. A Service member may be reimbursed for the transportation and SIT costs, and the cost to transport the TDY HHG weight allowance, if applicable, when TDY en route is involved while using commercial transportation to move a mobile home at personal expense. The reimbursement is limited to the constructed Government cost specified in par. 052301-D.

<b>Table 5-61. Reimbursable Expenses for Commercial Transportation</b>	
<b>Reimbursable Expenses Authorized</b>	<b>Expenses not Authorized</b>
<ul style="list-style-type: none"> <li>• SIT.</li> <li>• The carrier's charges for the actual transportation, limited to charges approved by the Surface Transportation Board or a similar state regulatory body.</li> <li>• Ferry fares.</li> <li>• Bridge, road, and tunnel tolls.</li> <li>• Taxes.</li> <li>• Charges or fees fixed by a municipal authority for permits to transport mobile homes in and through its jurisdiction and the carrier's service charges for obtaining such permits.</li> <li>• Pilot or flag car, or escort services, if required by law.</li> <li>• Preparing the mobile home for transportation, including the preparation costs specified in par. 052403.B2.</li> </ul>	<ul style="list-style-type: none"> <li>• Carrier's maintenance or repair charges to the mobile home en route, including structural repairs, brake repairs, tire replacement, and incidental charges.</li> <li>• Insurance or excess valuation costs over the carrier's maximum liability or charges designated in the tariffs as "Special Service."</li> <li>• Special handling costs requested by the Service member.</li> <li>• Costs of connecting or disconnecting appliances, equipment, and utilities involved in relocation and of converting appliances for operation on available utilities.</li> </ul>

2. Paying the Carrier. When paying the carrier the Service member, dependent, or heir ensures that the carrier's preparation responsibility is known.

- a. The transporter’s bill or invoice includes specific cost itemization of charges.
- b. The body, frame, springs, wheels, brakes, and tires are in condition to permit transportation.
- c. Any extra property placed in the mobile home does not constitute an overload condition that could result in damage or repair charges that would be the financial responsibility of the Service member, dependent, or heir.

**B. Personally Procured Transportation not by a Commercial Transporter.** A Service member, dependent, or heir may use transportation other than a commercial transporter. Reimbursement is for the actual transportation costs subject to the limitations in this paragraph.

1. Allowances. A reimbursable allowance includes costs generally associated with mobile home preparation at an origin inside Alaska or the CONUS for transportation and resettling at the destination inside Alaska or the CONUS.

<b>Table 5-62. Distance Determination</b>	
<b>Origin or Destination</b>	<b>Allowable Distance</b>
<b>within the CONUS</b>	Compute the distance using the Defense Table of Official Distances (DTOD) for official worldwide PCS and TDY distance information. The statute distance to and from the usual place of arrival or departure on the mainland is allowed when the origin or destination is an island within the CONUS or Alaska.
<b>Alaska</b>	
<b>OCONUS</b>	Compute the distance using the DTOD. The allowable distance is limited to the distance the mobile home is transported: <ul style="list-style-type: none"> <li>• Within or between any points in the CONUS.</li> <li>• Within or between any points in Alaska.</li> <li>• Through Canada en route between Alaska and elsewhere in the CONUS.</li> </ul>

2. Preparation Costs Allowed. Reimbursement is for the following preparation costs:
- a. Rental, installation, removal and transportation of hitches and extra axles with wheels and tires.
  - b. Blocking and unblocking, including anchoring and un-anchoring, labor costs at the origin and destination.
  - c. Blocks purchased instead of transporting blocks from old PDS and cost of replacement blocks broken while the mobile home was being transported.
  - d. The HHG packing and unpacking associated with the mobile home and dismantling and assembling costs for a portable room appended to a mobile home.
  - e. Disconnecting and connecting utilities and extension costs of existing water and sewer lines.
  - f. Skirting removal and installation labor costs and movement and reassembling costs of separating, preparing, and sealing each half of a double-wide mobile home.

- g. Trailer towing lights installation and removal.
  - h. Costs for expanding, stabilizing, and sealing room expansion sections in a single-wide mobile home, also known as expando charges.
  - i. Transportation expenses, such as anti-sway device charges, , over-dimension charges and permits, , and wrecker service when required.
  - j. Travel lift fees.
  - k. Similar expenses.
3. Non-Reimbursable Expenses. Costs are not reimbursable for preparation of mobile homes located outside Alaska or outside the CONUS for transportation or resettling outside Alaska or the CONUS.
4. Over-Water Transportation of a Boat Used as a Primary Residence (House Boat). Over-water mobile home transportation is authorized only for transportation from an origin in the CONUS or Alaska to a destination in the CONUS or Alaska. When a boat used as a primary residence is transported over water, transportation costs are subject to the limitations in this paragraph and authorized for:
- a. Fuel and oil used for propulsion of the boat.
  - b. Harbor pilot charges .
  - c. Pilots and navigators in open water.
  - d. A crew.
  - e. Docking fees incurred in transit.
  - f. Harbor and port fees and charges relating to entry and navigation through ports.
  - g. Towing, in-tow, or towing by pushing from behind.
  - h. The automobile mileage rate per overland mile for the official distance between authorized points that a self-propelled mobile home is driven over water, which cannot exceed the Government's constructed costs.
  - i. SIT for a self-propelled mobile home driven over water.
  - j. Similar expenses.
5. Self-propelled Mobile Home Driven over Water (House Boat). Reimbursement is at the automobile mileage rate per overland mile for the official distance between the authorized points subject to the limitations in this paragraph and must not exceed the Government's constructed cost between official points. SIT is authorized for a self-propelled mobile home driven over water.

G. Self-propelled Mobile Home Driven Overland. Reimbursement is at the automobile mileage rate for the official distance between the points authorized or for actual transportation costs subject to the limitations in this paragraph and must not exceed the Government's constructed cost between official points. SIT is authorized for a self-propelled mobile home driven overland.

I. Mobile Home Moved by Overland Towing. Reimbursement is authorized for the actual transportation costs subject to the limitations in this paragraph and limited to the Government's constructed cost to move the mobile home between official points. SIT is authorized

#### **052404. Storage in Transit (SIT)**

SIT is authorized with mobile home transportation. It is cumulative with accrual from any combination of the origin, in transit, or at the destination. The law limits SIT to no more than 180 days. The Service member is financially responsible for all SIT costs when a mobile home is placed in storage under a PCS order but not transported, with limited exceptions. When storage facilities are unavailable at the origin or the destination, storage may be in the nearest available storage facility authorized or approved by the Transportation Officer.

##### A. Costs

1. In computing the storage periods, the SIT is based on actual storage dates, not on a monthly rate, regardless of billing practices.
2. When computing the authorized allowance, the SIT cost is excluded when comparing the mobile home transportation total cost with the Service member's PCS weight allowance transportation total cost.

B. Time Limits. A Service member is authorized mobile home SIT at Government expense for 90 days with any authorized mobile home transportation. All accrued storage charges after expiration of the first 90-day period are the Service member's financial responsibility unless additional storage is authorized or approved. After the first 90 days:

1. Requests for authorization or approval of additional storage must be submitted to the appropriate official or designated representative .
2. When conditions arise beyond the Service member's control and a mobile home must remain in SIT after the first 90 days, the Transportation Officer or other officer designated by the Service concerned may authorize the Service member 90 days of additional storage.

C. Order Amended or Modified. A Service member whose PCS order is amended or modified before he or she arrives at the initially directed new PDS is authorized the storage type under the original PCS order. The authorization is valid from the date the mobile home was released to a transportation service provider or the Government for shipment or SIT until the amended or modified order's effective date. On that effective date, the amended or modified PCS order establishes the storage allowance.

D. Order Canceled or Revoked. A Service member whose PCS order is canceled or revoked after the date a mobile home is released to a transportation service provider or the Government for shipment or SIT, is authorized the storage type under the original PCS order until the date of cancellation or revocation. After the PCS order is canceled or revoked, the Service member is authorized SIT with mobile home return shipment and delivery to an authorized place.

E. Another PCS Order Is Issued after the Service Member Arrives at the New PDS. A Service member who receives another PCS order after arriving at a new PDS while the mobile home is in SIT, is authorized continued SIT until either the new PCS order's effective date or for 180 days, whichever occurs first. The new PCS order establishes the subsequent storage authorization.

## **0525 Mobile Home Transportation When An Active-Duty Service Member Is Ill, Injured, Or Reported Absent for 30 or More Days in A Missing Status, Or Upon Death**

A. Authorization. A dependent otherwise authorized to transport the HHG, is authorized mobile home transportation for use as a residence when official notice is received that the Service member:

1. Died while on active duty or while authorized basic pay.
2. Is 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 receiving hospital's commanding officer .
3. Is absent for 30 or more days in a missing status.

B. Transportation. Transportation is authorized to a Service member's official HOR or to another location authorized or approved through the Secretarial Process and by one or a combination of the following:

1. Government-arranged transportation.
2. Personally arranged transportation using a commercial transporter.
3. Transportation by a means other than Government-arranged or personally arranged.

C. Reimbursement of Transportation and Incidental Costs. Transportation and incidental costs incurred while transporting a mobile home under this subparagraph are at Government expense. The limits specified elsewhere in this Part do not apply.

D. Additional Moves. A mobile home transported under this paragraph may again be transported when the Service 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.

E. Advance Payment. An advance of mobile home allowances is authorized and paid in accordance with [DoDFMR, Volume 9](#) (DoD Services or Agencies) and Service regulations (non-DoD Services).

F. Death of a Service Member. When a Service member with a mobile home dies on active duty, one dependent of the Service member is authorized mobile home transportation allowances from the mobile home location on the date of death to a place designated by that dependent, provided all of the following conditions are met:

1. The mobile home is used by the dependent as a residence at the destination.

2. Mobile home transportation is completed within 1 year after the Service member's death unless an extension is authorized or approved through the Secretarial Process.

3. For Government-procured transportation, the mobile home is turned over to a Transportation Officer within 1 year after the Service member's death unless an extension is authorized or approved through the Secretarial Process.

## **0526 Excess Mobile Home Transportation Costs for A Service Member Separated Or Deceased, Or Heirs of A Deceased Service Member**

A. Financial Responsibility. The Government is obligated only for the total authorized cost to transport a mobile home. The Service member, a dependent, or 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 paragraph.

B. Unique Circumstances. Transportation of a mobile home that involves excess costs may be paid initially by the Government. However, excess costs must be subsequently reimbursed by the Service member or heir when a Service member is:

1. Discharged, resigns, or separates from active duty resulting in a non-pay status.
2. Deceased.
3. Authorized by Service regulations.

## **0527 Mobile Home Transportation under Unusual or Emergency Circumstances**

A. Dependent Travel before the Service Member's PCS due to Official or Personal Situations. See [Computation Example](#).

1. When disciplinary action is taken against a Service member stationed OCONUS, or when he or she is discharged under other than honorable conditions, or sentenced to confinement with or without discharge, the Service member is authorized mobile home transportation for one of the following moves:

- a. To a designated place in the CONUS or Alaska.
- b. From a point outside the CONUS and Alaska to a designated place in Alaska.

2. Authorized Transportation for Dependent Travel

a. Mobile home transportation under this subparagraph is instead of transporting the HHG except as authorized when a Service member is stationed OCONUS or in Alaska and both of the following occur:

(1) Dependents are returned to CONUS or Alaska under Early Return of Dependents or categories in Part B.

(2) The Service member chooses mobile home allowances instead of HHG allowances within or between CONUS or Alaska under this paragraph or under Section 0528.

b. The Service member is also authorized HHG and unaccompanied baggage transportation from the OCONUS or Alaska PDS to the designated place except for the HHG removed from the mobile home to meet safety requirements.

3. Dependent Travel before the New PDS

a. The order authorizing dependent transportation in Part B or in par. 052801, also may authorize mobile home transportation. The order should specify the authority that justifies the special circumstances for the transportation authorization.

b. After a mobile home is transported due to dependent travel and transportation before issuance of a PCS order, no further mobile home transportation is authorized before the Service member's next PCS from the PDS OCONUS.

4. Service Member Assigned to Full PCS Weight Allowance Area. The Government's financial responsibility for mobile home and HHG transportation to the designated place is limited to the Government's cost to transport the Service member's PCS HHG weight allowance from the PDS OCONUS to the designated place.

5. Service Member Assigned to Administratively Weight-Restricted Area

a. The mobile home may be transported from a point in the CONUS or Alaska to the designated place.

b. The Government's financial responsibility for mobile home and HHG transportation is in accordance with the eligibility requirements specified in the beginning of this Section. The authorization to transport the Service member's HHG is limited to the PCS HHG weight allowance, minus the weight of HHG transported from OCONUS, from either of the following:

(1) The Service member's last PDS in the CONUS or Alaska.

(2) The port in the CONUS or Alaska through which the Service member's HHG from OCONUS would be transported to the designated place, whichever is to the Service member's advantage.

C. Mobile Home Transportation Due to Alert Notice

1. A Service member authorized HHG transportation due to an alert notice is authorized mobile home transportation to a designated place in the CONUS or Alaska, if the eligibility requirements specified in par. 052301 are met.

2. When a mobile home is transported after an alert notice, but the Service member's movement to the dependent-restricted PDS OCONUS is canceled, subsequent mobile home transportation is authorized to the Service member's PDS if the PDS is in the CONUS or Alaska.

3. When the PDS is in Canada, Mexico, or other parts of Central America, authorization is limited to the cost to the Government to transport the Service member's HHG PCS weight allowance between the old PDS and new PDS.

D. Mobile Home Transportation Due to Tour Extension. A Service member on a tour at a PDS for less than the specified tour length, who used the mobile home authorization when assigned to that PDS, is authorized mobile home transportation at Government expense from the place where the mobile home is located to the PDS, limited to the authorization from the old PDS to the new PDS.

1. This authorization also applies if a Service member initially chooses not to move a mobile home to that PDS due to the anticipated short assignment.

2. The authorization is limited to that situation when the tour is extended due to unusual circumstances and the needs of the Service.

E. Breakdown, Damage, or Destruction of a Mobile Home en Route. When a mobile home delivery to the authorized destination is prevented by breakdown, damage, or destruction of the mobile home while en route under circumstances beyond the Service member's control, mobile home allowances are authorized to the point where the mobile home was transported.

1. The Service member may then transport the HHG that was removed from the mobile home to meet safety requirements.

2. Total transportation cost is limited to the Government's constructed cost, which is the total cost to transport the Service member's PCS HHG weight allowance from the old PDS to the new PDS.

F. Improper Shipments. When a mobile home is transported to an improper destination through no fault of the Service member, the mobile home may be transported from there to the proper destination upon authorization or approval from the appropriate Service's Transportation Officer. The Service member is responsible for the excess costs that would have been incurred had the shipment been transported to the proper destination by the direct route.

G. Order Amended, Modified, Canceled, or Revoked. When the Service member personally procures mobile home transportation and the PCS order is amended, modified, canceled, or revoked, the Service member is responsible for modifying the mobile home transportation arrangements. The distance is computed in accordance with the DTOD from the origin or destination within the CONUS or Alaska. The Service member is authorized mobile home allowances for one of the following moves:

1. To the original destination as if the transportation was completed.
2. To the point the mobile home was intercepted en route and then to the ultimate new PDS.
3. To another place authorized in this Part.
4. For return to the old PDS, as appropriate.

H. Transportation before an Order Is Issued. When required by necessity, as determined by the appropriate official of the Service concerned, a Service member's mobile home may be transported before a PCS order is issued when the Service member has personally procured transportation arrangements for

the mobile home in the same manner as his or her HHG. The request for transportation must be supported by all of the following:

1. A statement from the AO or designated representative that the Service member was previously advised that the order would be issued. The Service member should retain the AO's or designated representative's written certification that the Service 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.
2. A signed agreement by the applicant 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 the AO's statement. .
3. A signed agreement by the applicant to pay the entire transportation cost if a PCS order is not later issued to authorize the transportation. A Service member is authorized reimbursement only if a PCS order is later issued.
4. The length of time before the PCS order is issued, during which a Service member may be advised that an order will be issued, is limited to the relatively short period between the time when a determination is made to order the Service member perform a PCS and the date on which the order is actually issued.
5. General information furnished to the Service member concerning order issuance before the determination is made to actually issue the order (such as the time of eventual release from active duty, time when the service term expires, retirement eligibility date, expected rotation date from duty OCONUS) is not advice that the order will be issued.

I. Mobile Home Transportation from a Previous PDS. The Service member or dependent is responsible for notifying the AO of the mobile home's location if it is not at the current PDS. If the mobile home was not moved from a prior PDS, then mobile home allowances from the last PDS may be authorized at any combination of the point of origin, in transit, or at the destination.

## **0528 Mobile Home Transportation Related to Early Return of Dependents (ERD)**

The order granting the dependent's transportation authorization may also authorize HHG or mobile home transportation and must specify the regulatory authority. When a mobile home is transported due to an authorized Early Return of Dependents (ERD), no further mobile home transportation is authorized before the Service member's next PCS from the PDS OCONUS.

A. Mobile Home Transportation Instead of HHG Shipping. Mobile home transportation instead of shipping the HHG may be authorized to a designated place in the CONUS or from a point outside the CONUS to a designated place in Alaska.

B. Service Member Assigned to Full PCS Weight Allowance Area. The amount the Government pays for mobile home and HHG transportation to the designated place is limited to what it would have cost the Government to transport the Service member's PCS weight allowance from the PDS OCONUS to the designated place.

C. Service Member Assigned to Administrative Weight-Restricted Area. The mobile home may be transported from a point in the CONUS or Alaska to the designated place.

1. The Government's cost for transporting the mobile home is limited to what it would have cost the Government to transport the Service member's PCS weight allowance from one of the following, minus the weight of the HHG transported from OCONUS:

a. The Service member's last PDS in the CONUS or Alaska.

b. A port in the CONUS or Alaska through which the Service member's HHG from OCONUS would be shipped to the designated place, whichever is to the Service member's advantage.

2. If a Service member owned a mobile home and was authorized to move it to the last PDS in the CONUS while serving there, but chose not to do so, then the mobile home may be transported at Government expense from that location to the Service member's last PDS in the CONUS or Alaska when the dependent returns early from an administrative weight-restricted area. The Government's constructed cost for this mobile home transportation is based on the Service member's PCS weight allowance on the order's effective date from that location.

## CHAPTER 5: PERMANENT DUTY TRAVEL (PDT)

### SUBCHAPTER 1: SERVICE MEMBERS

#### PART E: PRIVATELY OWNED VEHICLE (POV) TRANSPORTATION AND STORAGE ON PDT

##### 0529 Shipment of a POV in the CONUS

A. Eligibility. A Service member may be authorized to transport a privately owned vehicle (POV) or have the Government ship a POV for use by the Service member or his or her dependents. A Service member is not authorized POV transportation at Government expense if he or she has no dependents or has dependents who are either ineligible for transportation at Government expense or are not being relocated as a result of the Service member's permanent change of station (PCS).

B. Allowances. Transportation for one POV may be authorized in the continental United States (CONUS) under the circumstances specified in Table 5-63. See [Computation Examples](#).

<b>Table 5-63. Shipping a POV within the CONUS</b>	
<b>POV Shipment</b>	<b>Requirements for POV Shipment</b>
<b>Government Ships a POV</b>	The Service member receives an order for either of the following: <ul style="list-style-type: none"> <li>● An authorized change in his or her ship's home port.</li> <li>● A PCS between permanent duty stations (PDS) in the CONUS and the Service member is physically unable to drive, or has insufficient time to drive, to meet the ordered report date at the PDS.</li> </ul>
<b>Service Member Ships a POV</b>	<ul style="list-style-type: none"> <li>● A Service member and his or her eligible dependent are relocating between PDSs in the CONUS and must meet all of the following conditions:                             <ul style="list-style-type: none"> <li>● The dependent is eligible for transportation at Government expense and relocates with the Service member.</li> <li>● The Service member or his or her eligible dependent owns more than one POV that must be relocated.</li> <li>● The Service member and all of his or her dependents travel at one time in one POV.</li> </ul> </li> <li>● The Government's cost to ship the second POV is limited to the remainder of the monetary allowance in lieu of transportation (MALT) plus flat per diem (MALT Plus) for driving two POVs to the new PDS.                             <ul style="list-style-type: none"> <li>● The Service member is financially responsible for all excess costs and additional expenses associated with shipping the second POV.</li> <li>● MALT and cost reimbursement are separately authorized for the POV being driven.</li> </ul> </li> </ul>

##### 1. Limitations for All POV Transportation in the CONUS

a. A Service member who is authorized POV transportation is ineligible for any of the following allowances:

- (1) Commercial travel at Government expense for the Service member or dependent.

- (2) Government-procured transportation.
- (3) Reimbursement for TDY mileage or MALT to drop off or pick up the POV.
- (4) POV storage instead of POV transportation.

(5) Transportation of a POV from the location in the CONUS where the POV was left while the Service member was stationed overseas to a new PDS in the CONUS unless it was stored at Government expense because it could not be transported to the PDS outside of the CONUS (OCONUS).

b. A Service member who drives one vehicle and ships his or her second vehicle must receive authorization or approval through the Secretarial Process to drive any additional vehicles.

## **0530 Shipment of a POV OCONUS**

### **053001. Authorized Shipment of a POV at Government Expense**

A. Eligibility. A Service member on a PCS order to or from a PDS OCONUS is authorized to ship one POV unless restricted by the AO or Service regulations.

B. Allowances. POV transportation allowances are discretionary. Transportation of a POV may be prohibited or suspended when the Secretary concerned or a higher authority determines it necessary for national interest, or as the other country's government directs.

1. Location Points Authorized for POV Transportation. POV shipment may be authorized even if the POV can be driven between PDSs OCONUS. The Service member or a dependent may be authorized POV transportation for his or her use when either a change in a ship's home port is authorized or the Service member is ordered on a PCS between any of the following locations:

- a. From a PDS in the CONUS to a PDS OCONUS.
- b. Between two PDSs OCONUS.
- c. From a PDS OCONUS to a PDS in the CONUS.

<b>Table 5-64. Types of Transportation Used for Shipping a POV OCONUS</b>	
<b>Authorized at Government Expense</b>	<b>Not Authorized</b>
<ul style="list-style-type: none"> <li>● Government transportation.</li> <li>● Commercial transportation.</li> <li>● Car ferry. See par. 050202-D.</li> <li>● Personally procured transportation only when the Service member has not transported a POV at Government expense on the current PCS order and the POV was shipped based on erroneous advice of a Government representative. The reimbursement is limited to what the transportation would have cost had the POV been transported by the Government.</li> </ul>	<ul style="list-style-type: none"> <li>● Transportation by air.</li> <li>● Personally procured transportation unless the POV was shipped based on erroneous advice of a Government representative designated to provide POV shipment counseling, such as a Transportation Officer.</li> </ul>

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**Note:** Reimbursement for some transportation costs are authorized to transport a POV in accordance with Section 0531 when a Service member is reported as ill, injured, absent for a period of 30 or more days in a missing status, or dead.

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2. Excess POV Transportation Costs. An authorized POV shipment may not weigh more than 20 measurement tons.

a. A Service member whose POV exceeds the weight limit must sign an agreement to pay the excess transportation costs. When the excess POV weight is due to an oversized POV used for medical reasons, obtain authorization or approval for the extra cost through the Secretarial Process.

b. Two Service members married to each other who both receive PCS orders may ship two POVs or combine their 20-measurement-ton limitation and ship one large POV at Government expense, limited to the total cost the Government would have paid to ship two POVs.

3. Port or Vehicle-Processing Center (VPC) Used. The Service concerned designates the ports or VPCs used. In the absence of a designation, the port or VPC serving the origin point and the port or VPC serving the new PDS, Point of Debarkation (POD) and any port in between the old and new PDS are the authorized loading and unloading points for a POV.

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
- (3) New PDS if authorized/approved by the Secretarial Process for locations requiring approval; or

b. The home of record (HOR) or place last entered active duty (PLEAD) is considered the old PDS for POV transportation to the first PDS, to the POV unloading port, or VPC serving the first PDS.

c. The HOR or PLEAD is considered the new PDS for POV transportation upon separation or retirement.

d. A POV may be shipped between ports or VPCs other than those designated by the Service concerned on the condition that the Service member reimburses the Government for all excess costs involved.

(1) Alternate ports or VPCs OCONUS should be in the same country as the designated port or VPC.

(2) Alternate ports or VPCs in a different country must be authorized or approved through the Secretarial Process. A Service member is not required to go through the Secretarial Process when he or she selects an alternate port in the CONUS even if the primary port or VPC is OCONUS.

e. A POV shipped from a port or VPC OCONUS to the designated port or VPC in the CONUS may be reshipped to another port or VPC in the CONUS if all of the following occur:

- (1) The reshipment is authorized through the Secretarial Process.
- (2) The PCS order is amended or modified before the Service member takes delivery of the POV at the designated unloading port or VPC.
- (3) The Service member agrees to reimburse the Government for the reshipment cost.
- (4) Direct ocean service is not available from the designated POV loading port or VPC to the designated POV unloading port or to the VPC in a reasonable amount of time after POV delivery.

4. Unit Moves. A Service member who is on a PCS order to, from, or between PDSs OCONUS due to a unit move may be provided POV transportation from the unit's old PDS to the designated POV loading port or VPC and from the designated POV unloading port or VPC to the new PDS.

5. Travel Hazards. A Service member who is on a PCS order to, from, or between PDSs OCONUS may be provided POV transportation between the PDS OCONUS and the port OCONUS or VPC if authorized or approved through the Secretarial Process due to one of the following reasons:

- (1) Travel hazards exist between the port or VPC and the PDS.
- (2) The Service member is physically unable to drive between the port or VPC and the PDS.
- (3) The conditions of the Service member's assignment or PCS order justify overland travel as a prudent alternative.

6. Allowance for POV Delivery Pick up or Drop Off . A Service member who is authorized POV transportation when ordered on a PCS is also authorized reimbursement to deliver or pick up the POV from the designated loading and unloading ports or VPC.

a. A Service member whose POV pick-up or POV delivery is a separate trip from his or her en route PCS travel is authorized round-trip transportation at the automobile mileage rate from the old PDS to the designated loading port or VPC and from the unloading port or VPC to the new PDS. PCS travel time is allowed and computed for the round trips to deliver and pick up the POV as specified in par. 050205.

b. A Service member and his or her dependent who pick up or deliver a POV concurrently with PCS travel are authorized the following when the PCS does not involve a TDY en route:

- (1) PCS allowances for direct travel from the old PDS to the designated POV loading port or VPC.

(2) Reimbursement for transportation from the POV loading port or VPC to the passenger port.

(3) PCS allowances for travel from the old PDS to the passenger port for the Service member and his or her dependent, from the location where the dependent is dropped off, and from the passenger port to the designated POV loading port or VPC for the Service member. Reimbursement for the Service member to return to the passenger port is not authorized.

(4) PCS allowances for direct travel from the passenger port to the designated POV unloading port or VPC and then to the new PDS.

c. A Service member who has a TDY en route with a PCS and who delivers a POV to a designated POV port or VPC is authorized all of the following:

(1) A MALT for the official distance from the old PDS to the TDY en route location plus per diem.

(2) A MALT for the official distance from the TDY location to the designated POV port or VPC plus per diem.

(3) PCS allowances for direct travel from the designated POV port or VPC to the passenger port.

d. A dependent who delivers the POV or accompanies a Service member who is delivering a POV is authorized the same allowances as when a dependent joins or accompanies the Service member during TDY en route.

e. When a dependent picks up the POV from the designated POV port or VPC without traveling to the TDY en route location, PCS allowances are authorized for direct travel from the passenger port to the designated POV unloading port or VPC, then to the new PDS.

7. Responsibility for POV after Delivery. The Government's responsibility begins when the POV is accepted for transportation and continues until the POV is delivered either to the Service member at the destination or to a commercial warehouse. A POV that is not claimed within a reasonable time after notification of arrival is provided, as determined by the port commander, may be placed in commercial storage at the Service member's expense.

8. Transporting a POV before a PCS Order Is Issued. An eligible Service member may transport a POV before a PCS order is issued when all of the following criteria are met:

a. The PCS AO or designated representative provides a supporting statement that he or she advised the Service member ahead of time that the PCS order would be issued.

(1) The time between when the Service member is advised that the PCS order *will be* issued and when the actual PCS order *is* issued must be a relatively short period.

(2) General information provided to the Service member, such as the eventual release from active duty, retirement eligibility, or the expected rotation date from duty OCONUS, does not constitute advice that a PCS order will be issued.

b. The Service member agrees in writing to reimburse the Government for the entire cost of transporting the POV if a PCS order is not issued *or* if the PCS order does not authorize transportation of a POV once it is issued.

c. The Service member agrees to pay any additional costs for reshipping the POV to another port due to a change in the PDS from the PDS named in the PCS AO's supporting statement.

9. Transporting a POV and Dependent Does not Travel OCONUS. A Service member with a dependent who transports a POV to the PDS OCONUS anticipating that the dependent will join him or her may be authorized or approved the advance return transportation of the POV through the Secretarial Process when circumstances beyond the Service member's control prevent the dependent's transportation. It must be in the best interest of the Service member, the dependent, and the Government. If advance return of the POV is approved, the Service member has no further POV transportation authority on the PCS order from that PDS.

10. Disciplinary Action Taken Against Service Member OCONUS. A Service member stationed OCONUS who has disciplinary action taken against him or her, is discharged under other than honorable conditions, or sentenced to confinement with or without discharge when no dependent travel is involved is authorized POV transportation to the designated POV unloading port or VPC of the Service member's HOR or PLEAD.

11. Reassignment from Accompanied PDS OCONUS to Unaccompanied PDS OCONUS before POV Is Transported. When a Service member is on a PCS order from a PDS in the CONUS to a PDS OCONUS where dependents and a POV are authorized, and is reassigned after arriving at the new PDS to a PDS OCONUS where dependents and a POV are not authorized, then the POV cannot be shipped to the newly assigned PDS. If the Service member delivered a POV to a loading port or VPC in the CONUS for shipment to a PDS OCONUS and the POV has not already shipped, then he or she may be authorized transportation to pick up the POV from the unloading port or VPC that ordinarily serves the CONUS designated place.

<b>Table 5-65. Factors Affecting POV Transportation OCONUS</b>	
<b>If...</b>	<b>Then...</b>
1. a POV is transported by the Government to the wrong place,	the POV must be reshipped, or transferred from one ship (or other form of transportation) to another and transported, to the proper destination at Government expense.
2. a Service member authorized to transport his or her POV at Government expense chooses not to do so,	he or she may select the greater of the following options upon assignment to a new PDS where a POV is authorized: <ul style="list-style-type: none"> <li>● Transportation of the POV from the PDS where the Service member chose to leave the POV to the POV unloading port or VPC of the newly assigned PDS.</li> <li>● Transportation of a POV from the Service member's current PDS to the POV unloading port or VPC of the newly assigned PDS.</li> </ul>
3. an eligible Service member transports a POV due to a PCS order and that order is later amended, modified, canceled, or revoked,	he or she may have the POV reshipped at Government expense. This includes having his or her POV returned to the old PDS.

<b>Table 5-65. Factors Affecting POV Transportation OCONUS</b>	
<b>If...</b>	<b>Then...</b>
4. a Service member divorces or has his or her marriage annulled while stationed OCONUS,	the Service member or previously command-sponsored dependent may be authorized transportation allowances for a POV. See par. 053402.
5. an eligible Service member is separating from the Service or being relieved from active duty,	he or she must turn in his or her POV to the designated POV loading port for transportation before the 181st day from his or her separation or relief from active duty. An extension for a specific additional time period may be authorized or approved through the Secretarial Process if POV transportation within the initial time period would create a hardship for the Service member. See par. 051002 for restrictions to time limitations.
6. an eligible Service member retires or is placed on the Temporary Disability Retired List (TDRL), discharged with severance or separation pay, or involuntarily released from active duty with readjustment or separation pay,	he or she must turn in his or her POV to the designated POV loading port for transportation within 1 year following his or her active service termination. An extension for up to 1 year may be approved through the Secretarial Process when a Service member is undergoing hospitalization, medical treatment, education, training, or other justifiable situations. See par. 051003 for restrictions to time limitations.
7. an eligible Service member is authorized to transport a POV on a PCS order,	he or she may ship the POV any time while the PCS order remains in effect. The POV must be shipped before the receipt of another PCS order. The POV transportation must be related to the Service member's PCS rather than for personal reasons.

**053002. POV Transportation when Transportation to the PDS OCONUS is not Authorized**

A. Reasons a POV is not Transported to the PDS OCONUS. A POV may not be transported to a PDS OCONUS under any of the following reasons:

1. POV transportation is not permitted to the new PDS.
2. The Service member serves a dependent-restricted or unaccompanied tour and he or she elects not to have a POV transported to the new PDS.
3. The Service member elects not to have a POV transported to the new PDS when concurrent travel of a dependent has been denied and the dependent has moved to a designated place.

B. Situation Authorizing Transportation of One POV. When a POV is not transported due to one of the reasons in 053002.A, but is required for the Service member's or dependent's use, the Service member is authorized transportation of one POV to a destination other than the new PDS. The transportation is from the designated POV loading port or VPC ordinarily serving the Service member's old PDS to the designated POV unloading port or VPC ordinarily serving one of the following locations:

1. Any place in the CONUS that the Service member designates, if the old PDS is OCONUS.
2. Alaska, Hawaii, or any U.S. territory or possession where dependent transportation is authorized.

3. Any location OCONUS where dependent transportation is authorized when the Service member is on an accompanied tour immediately after completing the dependent-restricted tour or a tour under unusually arduous sea duty, and the Service member has sufficient time in service remaining to complete the dependent-restricted tour and the tour immediately thereafter.

4. A location OCONUS that has been justified under unusual conditions or circumstances and authorized or approved by the Secretary concerned. This authority may not be delegated below the Service headquarters that directs dependent travel and transportation policy and procedures. For the Armed Forces, the Secretary concerned may only authorize a location OCONUS to return a foreign-born dependent to the spouse's native country in accordance with [DoDI 1315.18](#). The Commandant of the Coast Guard (CG-13) may make an exception for a Coast Guard member.

### C. Subsequent Transportation

1. When a Service member is on a dependent-restricted tour or an unaccompanied tour at a PDS OCONUS and receives command sponsorship of a dependent at the PDS, he or she is authorized transportation of one POV. Transportation is from the POV loading port, or VPC serving the location where a dependent was previously moved at Government expense, to the POV unloading port or VPC serving the Service member's PDS.

2. Transportation of one POV is authorized when a Service member is ordered on a PCS to a PDS where a POV transportation is permitted, or where dependent transportation is authorized. The transportation is authorized from the POV loading port or VPC serving the place where a POV was shipped as specified in par. 053002-A to the POV unloading port or VPC serving the Service member's new PDS.

## **053003. Replacement POV Shipment**

A. Authorization. When the POV that was transported to an area OCONUS at Government expense is no longer adequate for the Service member's transportation needs, a replacement POV may be authorized through the Secretarial Process. A POV may be replaced if authorized and only if one of the following conditions exists:

1. The POV has deteriorated due to severe climatic conditions.
2. The POV was lost through fire, theft, or similar cases.
3. The POV has worn out due to age and normal deterioration and the Service member is on consecutive tours of duty OCONUS (B-212338, December 27, 1983).

B. Limitation. A Service member may transport only one replacement POV during any 4-year period when the POV being transported replaces a POV that is worn out due to age and normal deterioration.

## **053004. POV Purchased in a Non-Foreign Area OCONUS**

POV transportation is not authorized when a Service member purchases a POV in a non-foreign area OCONUS and is not permanently assigned in that non-foreign area OCONUS at the time of the purchase. A Service member may be authorized POV transportation when the POV is purchased in a non-foreign

OCONUS area if the POV is used by the Service member or his or her dependent at the PDS OCONUS or to an alternate transportation port and it is authorized through the Secretarial Process.

## **0531 POV Shipment and Storage when Service Member Reported as Ill, Injured, Absent for a Period of 30 or More Days in a Missing Status, or Dead**

A. Eligibility. A Service member on active duty is authorized POV transportation when he or she is:

1. Injured or ill and the Service concerned accepts a statement by a medical authority that hospitalization or treatment is anticipated for 140 or more days.
2. Absent for a period of 30 or more days in a missing status.
3. Officially reported as dead.

B. Allowances

1. Transportation. The AO may authorize transportation for two POVs. The destination must be one of the following:

- a. The Service member's HOR.
- b. The dependent's residence.
- c. Location of the next of kin, or person authorized to receive custody of the Service member's personal items.
- d. A place or places as determined by Service regulations.

2. Limitations

- a. The 20-measurement-ton restriction does not apply to this paragraph.
- b. POVs may be driven by the dependent, next of kin, or any person authorized to receive custody of the Service member's personal items. Both POVs must be driven to the same destination.

(1) Reimbursement is authorized for road, bridge, and tunnel tolls; fuel; oil; parking fees; and ferry fares.

(2) A mileage reimbursement is not authorized.

c. Arranged transportation must be to the same authorized destination.

d. When POV transportation is personally procured, the total reimbursement is limited to what it would have cost the Government to transport and store the POVs. Reimbursement is also limited

to the cost of over-water and overland transportation between the authorized points or between the actual locations where the POV is transported, whichever is less.

e. A rental car is authorized when POVs are transported at Government expense and do not arrive at the authorized destination by the designated delivery date. Reimbursement for a rental car is limited to \$30 per day and a maximum of 7 days. If two POVs are transported at Government expense, then no rental car reimbursement is authorized unless *both* POVs do not arrive at the authorized destination by the designated delivery date.

### 3. Storage

a. POVs transported at Government expense for a Service member under this paragraph may be placed in non-temporary storage (NTS) at Government expense when the person authorized to receive custody of the POVs is unknown, subject to litigation, or known but not located or notified to take custody of the POVs. Storage is authorized until proper disposition can be made.

b. Storage in transit (SIT) may be authorized or approved for one or both of the POVs to the nearest available storage facility provided the POVs are turned over for transportation within the time limitations in Table 5-49. In this circumstance, the Service member's POVs are not restricted to the maximum standard size usually allowed by the military Surface Deployment and Distribution Command (SDDC) storage contract. SIT of 181 or more days becomes the financial responsibility of the person to whom the POV shipment is being made.

4. Subsequent POV Transportation. One or both POVs, transported at Government expense when a Service member is reported dead, ill, injured, or absent for a period of 30 or more days in a missing status, may be transported again if either of the following occur:

a. The status of the Service member changes within these same categories.

b. The Service member is officially reported as absent for a period of more than 1 year in a missing status. The additional move must be approved through the Secretarial Process.

## **0532 POV Storage**

### A. Eligibility

1. Storage for one POV may be authorized if a Service member is:

a. Ordered to a foreign or non-foreign PDS OCONUS where POV transportation is not permitted due to the country, area, U.S. laws, regulations, other restrictions, or the extensive modification of the POV required as a condition of entry.

b. Sent on a TDY in support of a contingency operation for more than 30 days.

c. Sent on a TDY in support of humanitarian assistance or other emergency operations as declared by an Executive Order or by the administering Secretary. In this circumstance, POV storage must be authorized through the Secretarial Process.

d. Authorized POV transportation due to his or her ship's home port change when 31 or more days are between the ship's departure from the old home port and its arrival at the new home port.

e. Authorized a POV due to a unit PCS and the unit is deployed 31 days or more en route.

2. A Service member is eligible for POV storage if a PCS order, a contingency operation's TDY order, or the start of an in-place consecutive overseas tour (IPCOT) has an effective date on or after April 1, 1997.

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**Note:** POV storage when transportation is authorized is not allowed.

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B. Allowances. POV storage is instead of POV shipment both to and from the foreign PDS OCONUS to which POV shipment is prohibited.

1. A Service member who is authorized POV storage:

a. Is not authorized POV shipment from his or her foreign location OCONUS when he or she performs a subsequent PCS.

b. Can ship the stored POV to a subsequent foreign PDS OCONUS if the Service member performs a consecutive overseas tour (COT) and POV transportation is permitted to the PDS OCONUS.

c. Cannot continue to store the POV at Government expense while shipping another POV to the subsequent PDS OCONUS.

d. Cannot ship a POV that is removed from storage before departing the PDS OCONUS on a PCS order or beginning an IPCOT.

e. Can be authorized shipment of a POV removed from storage upon a COT or IPCOT when performing a PCS after the COT or IPCOT is completed.

2. A POV that is eligible for storage must adhere to the maximum size restrictions of the SDDC storage contract. A Service member is financially responsible for all excess storage costs resulting from a vehicle's excess size. These costs are collected in accordance with the Service regulations unless one of the criteria below is met:

a. An oversized POV may be authorized or approved through the Secretarial Process if it is required by the Service member or his or her dependents for medical reasons.

b. If a Service member is married to a Service member and both Service members are each authorized to store one POV, they may store one oversized vehicle instead of storing two POVs. The cost for the storage of one oversized POV is limited to what the Government would have paid for the storage of two standard size POVs.

3. The Services may designate, through the Secretarial Process, POV storage facilities.

a. If Government storage is available, then a Service member may personally arrange POV storage at either the Service-designated facility or a commercial storage facility other than the Service-designated facility. A Service member may be reimbursed for travel to and from a commercial

storage facility, limited to the cost of travel to a Service-designated storage facility. Reimbursement is for the actual storage cost and limited to what it would have cost the Government to store the POV.

b. Storage in a private residence, garage, or on a private lot does not constitute a commercial facility. Reimbursement is not authorized for any costs associated with storage in a non-commercial storage facility, which includes transportation costs to or from the storage facility.

c. The actual cost of storage is reimbursable if Government storage is neither available nor designated, or if the Transportation Officer instructed the Service member to store the POV at personal expense.

4. The Service may elect to transport the POV to and from the storage location.

a. If Government-procured transportation is available and the Service member chooses to personally arrange transportation, then he or she is limited to the Government's constructed-transportation cost. The Government's constructed-transportation cost is compared to the total of the following two costs:

(1) The Service member's actual transportation cost to and from the storage facility.

(2) The automobile mileage rate for the official round-trip distance to and from the storage facility, if the POV is driven

b. If Government-procured transportation is not available or the Service member is instructed by the Transportation Officer to personally arrange POV transportation, then he or she is reimbursed the actual cost of transportation. If the POV is driven, reimbursement is at the automobile mileage rate for the official round-trip distance to and from the storage facility.

c. If the Service member is traveling to or from OCONUS, and drops off or picks up the POV at the storage facility en route to his or her destination, then he or she is reimbursed for one-way transportation at the automobile mileage rate between the designated storage facility and the authorized location (such as the PDS or VPC or port) limited to the Government's constructed cost of transporting the POV.

5. An eligible Service member who delivers his or her POV to the storage facility concurrently with PCS travel (with no TDY en route) is authorized both of the following PCS allowances:

a. Direct travel from the old PDS to the designated storage facility and from the designated storage facility to the passenger port of embarkation.

b. Travel for the Service member and his or her dependents from the old PDS to the passenger port of embarkation to drop off dependents and for his or herself from the passenger port of embarkation to the designated storage facility. Reimbursement is not authorized for return travel to the port of embarkation from the designated storage facility.

6. An eligible Service member who picks up his or her POV from the designated storage facility concurrently with PCS travel (with no TDY en route) is authorized PCS allowances for both his or herself and dependents for direct travel from the passenger's point of debarkation to the designated storage facility and then to the new PDS.

7. An eligible Service member who delivers his or her POV to the designated storage facility due to PCS travel to a foreign PDS or non-foreign PDS OCONUS and then performs a TDY en route is authorized all of the following:

- a. A MALT, plus per diem at the Standard CONUS per diem rate, for one authorized traveler for the official distance from the old PDS to the TDY location or locations en route.
- b. MALT for one authorized traveler for the official distance from the TDY location to the designated storage facility.
- c. PCS allowances for direct travel from the designated storage facility to the passenger port.

8. An eligible Service member who picks up his or her POV from the designated storage facility to travel on a PCS order and he or she has a TDY en route is authorized all of the following:

- a. PCS allowances, including per diem, for direct travel from the passenger port to the designated storage facility to pick up the POV.
- b. MALT plus per diem, at the Standard CONUS per diem rate, for one authorized passenger for the official distance from the designated storage facility to or from the TDY location.
- c. MALT plus per diem, at the Standard CONUS per diem rate, for the official distance to or from the TDY location to the new PDS.

9. A dependent who travels with the Service member or who delivers the POV to the designated storage facility is authorized travel and transportation allowances.

- a. The allowances are based on the travel actually performed using the MALT and per diem rates, limited to the greater of the following:
  - (1) MALT for the official distance between authorized points as if the dependent had traveled separately, plus a per diem at the rate specified for dependents in par. 050303 for the constructed travel time between the authorized points.
  - (2) What it would have cost if Government-procured transportation had been used for travel between authorized points, plus a per diem as specified in Chapter 2 for the time required for travel between authorized points.

- b. If Government-procured transportation is used, then subtract the cost of Government-procured transportation from the allowances.

10. A dependent who picks up the POV from the designated storage facility without traveling with the Service member to the TDY location en route is authorized dependent PCS allowances from the port of debarkation to the designated storage facility and then to the new PDS.

11. Storage of a POV may continue in the following circumstances:

- a. A POV may remain in storage at Government expense for up to 90 days after the Service member returns from a PDS OCONUS to which the POV could not be shipped or returns after a

TDY order for a contingency operation. All storage charges accrued after 90 days are the Service member's financial responsibility unless additional storage is authorized or approved through the Secretarial Process.

b. A Service member with an authorized POV in storage under this section who separates from the Service or is relieved from active duty is authorized continued storage up to 180 days after the date of the active-duty termination unless specifically prohibited in par. 051002. All storage charges accrued 181 days or later are the Service member's financial responsibility unless additional storage is authorized or approved through the Secretarial Process.

c. A Service member with an authorized POV in storage who is retired, placed on the TDRL, discharged with severance or separation pay, involuntarily released from active duty with readjustment or separation pay, or dead is authorized continued POV storage for up to 1 year from the date of active-duty termination. All storage charges accrued after 365 days are the Service member's financial responsibility unless additional storage is authorized or approved through the Secretarial Process. An extension may be granted for the circumstances described in par. 051003.

d. A Service member is authorized pick up or delivery of his or her POV at Government expense, regardless of the time in storage, as long as the Service member's order is valid. This includes a POV that was stored at Government expense that was converted to storage at the Service member's expense.

12. A Service member may be authorized a funds advance of POV storage costs in accordance with Service regulations.

13. A POV may be stored by the eligible Service member before a PCS or contingency order is issued when all of the following criteria are met:

a. The AO for the PCS or contingency operation, or his or her designated representative, provides a supporting statement that he or she advised the Service member ahead of time that the PCS or contingency order would be issued.

(1) The time between when the Service member is advised that the PCS or contingency order will be issued and when the actual PCS order is issued must be a relatively short time period.

(2) General information provided to the Service member, such as the eventual release from active duty, retirement eligibility, or the expected rotation date from duty OCONUS, does not constitute advice that a PCS or contingency order will be issued.

b. The Service member agrees in writing to reimburse the Government for the entire cost of storing the POV if a PCS order or contingency order is not issued or if the PCS order or contingency order does not authorize storage of a POV once it is issued.

c. The Service member agrees to pay any additional costs for reshipment of the POV to another storage facility because the PDS named in the issued order is different from the PDS named in the PCS AO's supporting statement, or because a return to the current PDS is necessary if the contingency order is not issued.

14. A POV that is stored after the Service member receives a PCS or contingency operation order that is later amended, modified, canceled, or revoked may be removed from storage and shipped or reshipped to the proper destination at Government expense. A POV may not be removed from storage and shipped if the Service member has fewer than 12 months remaining on his or her tour OCONUS. The exceptions for HHG transportation in par. 051305 also apply to this paragraph.

15. A Service member who is authorized POV storage may exercise this authority at any time as long as the PCS order remains in effect and the POV storage is due to the PCS and not for personal reasons.

## **0533 Separate Return of Current or Former Dependent from a PDS OCONUS**

### **053301. POV Transportation for Early Return of Dependents (ERD)**

A. Eligibility. A Service member who is authorized an Early Return of Dependents (ERD) due to official or personal situations (see par. 050804-F) may be authorized POV transportation for his or her dependents.

B. Allowances. A Service member is authorized transportation at Government expense for his or her dependents and household goods to a designated place in the CONUS, Alaska, Hawaii, a U.S. territory, a possession of the United States, or, if the dependents are foreign nationals, to a place in the country of their origin.

1. A dependent authorized travel from a PDS OCONUS under an Early Return of Dependents (ERD), as specified in Section 0508, may also be authorized transportation of one POV to the designated POV unloading port or VPC serving the location where the dependent is authorized to travel.

2. If a POV shipment is en route to the designated OCONUS unloading port or VPC, the authority exists to change the transporter or place of shipment on the effective date of the dependents travel.

3. A dependent who travels from the PDS OCONUS to the authorized destination without an authorized order but under circumstances that permit an order may be authorized or approved transportation for one POV from the designated POV loading port or VPC OCONUS. If the conditions of par. 050804 are met, then a travel order is issued authorizing dependent travel and POV transportation from the designated POV port or VPC serving the location that dependent travel would have been authorized. This order must be supported by the Service member's commanding officer's determination that:

a. The dependent traveled to an appropriate destination to reside.

b. The dependent meets all of the conditions in par. 050804, except that a travel order for transportation was not issued.

c. The status of the dependent as command-sponsored OCONUS remains unchanged.

This does not apply for a Service member's former dependent whose transportation could have been authorized under par. 050805.

d. A travel order approving the dependent transportation to an appropriate destination under par. 050804 is in the Government's best interest.

4. There is no authority for return transportation of a POV to a location OCONUS even if a dependent is permitted to return at Government expense.

5. The shipment of a POV under an ERD order, if authorized and approved, exhausts the Service member's entitlement to ship a POV from the last or any previous PDS OCONUS to the CONUS.

### **053302. POV Transportation OCONUS after Divorce or Annulment**

A. Eligibility. A Service member stationed OCONUS whose marriage is terminated by divorce or annulment may be authorized transportation allowances for a POV.

B. Allowances

1. A Service member authorized to transport a POV on a PCS order may have the POV transported one last time when his or her POV is legally awarded to the spouse through a divorce.

a. The Service member must transport the POV in accordance with the procedures in Section 0530, and agree in writing to pay any excess costs involved.

b. The POV shipment ends all authority for POV transportation under the Service member's PCS order.

2. A Service member stationed OCONUS may be authorized POV transportation for a former family member who was a command-sponsored dependent and resided with the Service member.

a. The POV must be turned over to the Transportation Officer for shipment within 1 year after the final decree's effective date for the divorce or annulment.

b. There is no authority for return transportation of a POV to a location OCONUS even if a dependent is permitted to return at Government expense.

### **0534 Rental Vehicle Reimbursement When a POV Transported At Government Expense Arrives Late**

A. Eligibility. A Service member or dependent that is authorized POV transportation may be eligible for reimbursement for a rental vehicle when the POV arrives late. The POV must be transported at Government expense for the Service member's or a dependent's use under any of the following:

1. PCS orders.

2. An unusual or an emergency circumstance.

3. Various other situations that may not be directly related to a PCS.

B. Allowances. A POV has not arrived at the authorized destination if it is not available for delivery to the Service member on or before the designated delivery date. If the Service member's POV

does not arrive at the authorized destination by the designated delivery date, then the Service or Agency must reimburse the Service member for the cost of a rental vehicle for his or her use or a dependent's use. Reimbursement for a rental vehicle, by law, is limited to \$30 per day with a maximum reimbursement of \$210. The Service member or dependent may rent a vehicle as early as the day after the POV's scheduled delivery date and keep it for up to 7 days, or less if the POV is available for delivery sooner. See [Computation Examples](#).

**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 **Tour Lengths and Tours of Duty Outside the Continental United States (OCONUS)** 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 provisions in par. 0306 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 par. 020307, 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 POV 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);

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**Note:** Ch 5, Part B7 does not authorize MEA for first duty station travel. The authority in [DSSR, §241.2](#) may be used to authorize MEA for an employee on first duty station travel to a foreign OCONUS area duty station.

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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 par. 010204.

**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 3 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		

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. 5658 for 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. 020315-Q.

### 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.

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 POV 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 \(1987\)](#)).

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.

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**Note:** See par. 5575 for a separating SES employee.

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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 Destinationa. 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 POV; 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. 020207).
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 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 **Tour Lengths and Tours of Duty Outside the Continental United States (OCONUS)**. 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, 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.

B. [Per Diem](#). When a dependent student, 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 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 par. 020207-C 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 [the DTMO website](#) 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 for an employee assigned to National Security Agency (NSA) who may be authorized DOS allowances IAW National Security Act of 1959 if implemented in NSA regulations. 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), accessorial 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 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 on the DTMO website.

d. Instructions for requesting a change in a tour of duty length are on the DTMO website.

e. Initial service agreement and renewal agreement tour lengths are the same for the non-standard tour locations listed on the DTMO website (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 Localitya. 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 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 (see par. 5840-C and the DTMO website 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. 010201 for the mandatory use of TMCs for transportation arrangements.
4. See par. 5950-L for per diem.
5. POV 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 par. 020207 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 DTMO website for the [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) =	<u>\$ 81.00</u>
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 ( <a href="#">FTR, Part 302-3.209</a> )	
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 <a href="#">FTR, Part 302-4</a> ).  2. Per diem for employee only (par. 5950-L and <a href="#">FTR, Part 302-4</a> ).	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

## CHAPTER 6: EVACUATION TRAVEL

An evacuation is the authorized or directed departure from an area threatened by unusual or emergency circumstances in the continental United States (CONUS), in a non-foreign location outside the CONUS (OCONUS), or in a foreign location. The information in this chapter complements the Department of State (DoS) Standardized Regulations ([DSSR Chapter 600](#) (Payments During an Ordered/Authorized Departure) and the Office of Personnel Management (OPM) Code of Federal Regulation (CFR), [Title 5 U.S. Code \(U.S.C.\), Subpart D](#) (Payments During Evacuation). See Table 6-1 to determine which Agency's evacuation policy applies in addition to the JTR.

Evacuee	Location Being Evacuated		
	CONUS	Non-Foreign Location OCONUS	Foreign
<b>DoD Service Member's Dependent</b>	DoD	DoD	DoD coordinates with DoS
<b>Non-DoD Service Member's Dependent</b>	DoD	DoD	DoD coordinates with DoS
<b>DoD Civilian Employee</b>	OPM	OPM	DoS
<b>DoD Civilian Employee's Dependent</b>	OPM	OPM	DoS

### 0601 Evacuation Authority

The authority to evacuate an area depends on whether it is in the CONUS, a non-foreign location OCONUS, or a foreign location. Tables 6-1 through 6-12 identify who can evacuate a location at Government expense and who may authorize an evacuation, designate a destination, receive payments for an evacuee, terminate evacuation status, and authorize return to the evacuated area. Further authority for the allowances is in [37 U.S.C. § 475a](#), [5 U.S.C. § 5725](#), and [DoDD 3025.14](#) (Evacuation of U.S. Citizens and Designated Aliens from Threatened Areas Abroad) dated February 26, 2013.

#### 060101. Authority to Order an Evacuation

A. **Eligibility.** A Service member's dependent, a civilian employee, or a civilian employee's dependent may leave a threatened area at their own expense. However, the Government authorizes evacuation allowances when one of the individuals or agencies identified in Table 6-2 or Table 6-3 orders or authorizes an evacuation.

B. **Cuba Evacuation.** The U.S. Naval Base at Guantanamo Bay, Cuba, is treated differently than other foreign locations during an evacuation because the DoS is not involved in the decision. While Guantanamo Bay is a foreign location and OCONUS allowances apply, the USD (P&R) has the authority to evacuate the U.S. Naval Base.

C. **Limited Evacuation.** A limited evacuation is a temporary relocation to the nearest available accommodations, which may be Government quarters. A limited evacuation is available from a CONUS location for a Service member's dependent, a civilian employee, or a civilian employee's dependent. The civilian employee and his or her dependent can also be authorized a limited evacuation from a non-foreign location OCONUS.

<b>Table 6-2. Authority to Order an Evacuation from a Location in the CONUS or a Non-Foreign Location OCONUS</b>	
<b>Service or Agency</b>	<b>Location Being Evacuated</b>
	<b>CONUS/Non-Foreign Location OCONUS</b>
<b>DoD Components (Service member's Dependent, Civilian Employee, and Civilian Employee's Dependent)</b>	Any of the officials listed below may order or authorize an evacuation within their area of authority: <ul style="list-style-type: none"> <li>● Secretary of Defense (Sec Def) or his or her designee.</li> <li>● Secretary concerned.</li> <li>● Head of the Component or his or her designee.</li> <li>● Commander of the Installation or the Coast Guard District Commander.</li> <li>● Commander, head, chief, or supervisor of the organization or office.</li> </ul>
<b>National Guard Member's Dependent</b>	State or Territory authority for the National Guard member serving on active duty or full-time National Guard duty under <a href="#">32 U.S.C. § 502(f)</a> .
<b>U.S. Coast Guard, Only in Time of War</b>	Secretary of Homeland Security or his or her designee.
<b>U.S. Public Health</b>	Secretary of Health and Human Services or his or her designee.
<b>National Oceanic and Atmospheric Administration</b>	Secretary of Commerce or his or her designee.

D. Foreign Locations. The DoS decides when the United States evacuates personnel from a foreign location. The DoD and DoS agree to share the responsibility in specific situations or locations, as specified in Table 6-3. If the DoS is not present in the affected area or cannot be contacted within a timely manner, then the Combatant Commander (CCDR), the senior commander in the country concerned, or the DoD Attaché is responsible for ordering or authorizing an evacuation.

<b>Table 6-3. Authority to Evacuate from a Foreign Location</b>	
<b>Situation or Assignment</b>	<b>Authority</b>
President declares a national emergency	Sec Def or his or her designee after consulting with the Secretary of State
Directed reinforcement of U.S. Armed Forces in a theatre	
Accommodation of force protection	
Antiterrorism considerations	
U.S. Country Team (DoD Attaché Offices, Marine Security Guard Detachments, DoD elements or personnel, and others as determined by the CCDR and Chief of Mission)	DoS
U.S. citizens in an area where the DoS is not present and cannot be reached in a timely manner, and time and communication systems do not permit the commander to receive authorization from the Sec Def or USD (P&R) without jeopardizing the evacuees	CCDR, the senior commander in the country concerned, or the DoD Attaché
U.S. Naval Base at Guantanamo Bay, Cuba	USD(P&R)

### 060102. Identifying Evacuees

A Service member is placed on a temporary duty (TDY) order or permanent change of station (PCS) order rather than placed in an evacuation status when required to leave a permanent duty station (PDS). A civilian employee can be evacuated, placed on a TDY order, or reassigned to a new PDS. Table 6-4

identifies individuals who may be eligible to receive evacuation allowances when the designated Service or Agency specified in Table 6-2 or Table 6-3 orders or authorizes an evacuation.

<b>Table 6-4. Who Can Be Evacuated at Government Expense</b>			
<b>Individuals</b>	<b>Location Being Evacuated</b>		
	<b>CONUS</b>	<b>Non-Foreign Location OCONUS</b>	<b>Foreign</b>
<b>Service Member</b>	No	No	No
<b>Service Member’s Dependent</b>	Yes	Yes	Yes
<b>Dependent of Reserve Component (RC) Member on Active Duty or National Guard Member on Full-Time Duty under 32 U.S.C. § 502(f)</b>	Yes	Yes	N/A
<b>Civilian Employee</b>	Yes	Yes	Yes
<b>Civilian Employee’s Dependent</b>	Yes	Yes	Yes
<b>Non-Command Sponsored Dependent</b>	Not Applicable	Yes (transportation only)	Yes (transportation only)
<b>Authorized Escort for a Dependent or Civilian Employee</b>	Yes	Yes	Yes

**060103. Choosing an Evacuation Destination**

The anticipated duration of the evacuation is critical to determining whether a dependent travels to a safe haven or a designated place. A safe haven is a temporary location to which a dependent is sent. The safe haven and the evacuated area may be in the same city or country or may be in different cities or countries. If the conditions causing an evacuation are expected to improve and it is anticipated that the dependent will be able to return to the PDS, then the dependent is evacuated to a safe haven. A designated place is a location where a dependent will establish a permanent residence. If conditions are not expected to improve, then the dependent is evacuated to a designated place. The appropriate official determines whether an evacuee will go to a safe haven or a designated place.

A. Eligibility. The Government may provide evacuation allowances for a Service member’s dependent, civilian employee, or a civilian employee’s dependent when they evacuate to an authorized location selected by the authority in Table 6-2 or Table 6-3.

<b>Table 6-5. Who Determines Authorized Destinations for a Service Member’s Dependent</b>			
<b>Evacuation Destination</b>	<b>Location Being Evacuated</b>		
	<b>CONUS</b>	<b>Non-Foreign Location OCONUS</b>	<b>Foreign Location</b>
<b>Safe Haven</b>	The authority who orders or authorizes the evacuation. See Table 6-2.	The authority who orders or authorizes the evacuation. See Table 6-2.	<ul style="list-style-type: none"> <li>DoS with DoD coordination.</li> <li>USD (P&amp;R) for U.S. Naval Station at Guantanamo Bay, Cuba.</li> </ul>
<b>Alternate Safe Haven</b>	<ul style="list-style-type: none"> <li>DoD Services obtain authorization from the Secretary concerned, to include choosing a safe haven OCONUS or</li> </ul>	Obtain authority for an alternate location within a safe haven through the Secretarial Process.	<ul style="list-style-type: none"> <li>DoD Services obtain DoS USS (Mgt) authorization through the Principal Deputy USD (P&amp;R) as part of the Secretarial Process for an alternate safe haven in a foreign</li> </ul>

Evacuation Destination	Location Being Evacuated		
	CONUS	Non-Foreign Location OCONUS	Foreign Location
	<p>moving to another safe haven when circumstances warrant.</p> <ul style="list-style-type: none"> <li>• Non-DoD Services obtain authorization through the Secretarial Process.</li> <li>• Obtain authority for an alternate location within a safe haven through the Secretarial Process, to include evacuation from one safe haven to another when circumstances warrant.</li> </ul>		<p>OCONUS area. Non-DoD Services obtain DoS USS (Mgt) authorization, after which they obtain authorization through the Secretarial Process, including for travel and transportation from one safe haven to another.</p> <ul style="list-style-type: none"> <li>• Secretary of State authority is not required for an alternate safe haven in CONUS or non-foreign area OCONUS.</li> <li>• USD (P&amp;R) authorizes or approves a safe haven in a non-foreign area OCONUS for DoD.</li> </ul>
<b>Designated Place</b>	<ul style="list-style-type: none"> <li>• DoD Services obtain authorization from the Secretary concerned.</li> <li>• Non-DoD Services obtain authorization or approval through the Secretarial Process, including for OCONUS.</li> </ul>	<ul style="list-style-type: none"> <li>• Principal Deputy USD (P&amp;R) determines when a DoD dependent goes to a designated place.</li> <li>• DoD Services obtain authorization or approval from the Secretary concerned or the Secretary's designated representative for a designated place OCONUS.</li> <li>• Non-DoD Services, obtain authority through the Secretarial Process.</li> </ul>	

B. Additional Authority. Authorities for a civilian employee or a civilian employee's dependent are similar, but different than those for a Service member's dependent, as listed in Table 6-6.

Evacuation Destination	Location Being Evacuated		
	CONUS	Non-Foreign Location OCONUS	Foreign Location
<b>Safe Haven</b>	The authority who orders or authorizes the evacuation. See Table 6-2.		DoS with DoD coordination. USD (P&R) for U.S. Naval Station at Guantanamo Bay, Cuba.
<b>Alternate Safe Haven</b>	Obtain authority through the Secretarial Process.		Secretary of State through the Secretarial Process, then the Principal Deputy USD (P&R). See DSSR 614.
<b>Designated Place</b>	<ul style="list-style-type: none"> <li>• Secretary concerned or the Secretary's designated representative. See pars. 6505-C and 6510-C.</li> <li>• The JTR does not cover non-DoD civilian employees.</li> </ul>		

C. Evacuee Choice. When CONUS is listed as the safe haven, an evacuee must select the exact location within the designated geographic area. If the United States is listed as the safe haven, a DoD evacuee must select the exact CONUS safe haven. A safe haven in a non-foreign location OCONUS

must be authorized or approved by USD (P&R). If the United States is selected as the safe haven for a non-DoD Service, the evacuee must select an exact U.S. safe haven location.

D. Alternate Safe Haven. A Service member or civilian employee may request permission for a dependent to evacuate to an alternate safe haven through the process described in Table 6-7.

<b>Table 6-7. Requests for Alternate Safe Havens</b>			
<b>Location of Safe Haven</b>			
<b>Within a Safe Haven</b>	<b>CONUS</b>	<b>Non-Foreign Location OCONUS</b>	<b>Foreign</b>
<ul style="list-style-type: none"> <li>All Services must obtain formal permission through the Secretarial Process for dependents to receive authorization or approval.</li> <li>The Secretary concerned must determine that circumstances warrant the move before a dependent can receive travel and safe haven allowances based on the alternate location.</li> </ul>	Principal Deputy USD (P&R) must authorize or approve each individual request for DoD evacuees to move from one safe haven to another for the travel expenses to be reimbursed while considering the following: <ul style="list-style-type: none"> <li>Family support at the requested destination.</li> <li>Co-location with the Service member at an alternate work site.</li> <li>Similar factors to support that relocation is in the Government’s best interest.</li> </ul>		
	DoS authorization is not required for an alternate safe haven, but the requests must go through the Secretarial Process.		<ul style="list-style-type: none"> <li>The Service member’s or civilian employee’s command should request USS (Mgt) clearance through the Chief of Mission of the U.S. Embassy in the country where the Service member or civilian employee is assigned. See pars. 6015-B2 and 6565; and DSSR 614c.</li> <li>A DoD Service member or civilian employee must submit the request to the Principal Deputy USD (P&amp;R) with the DoS authorization attached. The Principal Deputy USD (P&amp;R) may authorize or approve the requests and associated travel and transportation allowances. A civilian employee’s travel and transportation allowances are effective no earlier than the request date for an alternate foreign safe haven OCONUS.</li> <li>A non-DoD Service member must obtain authorization through the Secretarial Process.</li> </ul>

**060104. Evacuation Funding**

Accounting classifications used for evacuation allowances for a dependent of a U.S. Army or U.S. Air Force Service member are listed in Table 6-8. Accounting information for other Services is available through the references in Table 6-9 and Table 6-10.

U.S. Service	Accounting Code
<b>Army</b>	Located in the DCS, G-1, <a href="#">Army Disaster Personnel Accountability and Assessment System (ADPAAS) website</a> , under Command, Reference, PA Messages. (Only ADPAAS unit CORs can access this LOA document).
<b>Air Force</b>	Replace the “*” in the accounting citations with the current fiscal year.
	USAF Active Duty Officer Dependent Travel: 57*3500 32* 5710.0D 525725
	USAF Active Duty Officer Dependent Per Diem: 57*3500 32* 5710.0K 525725
	USAF Active Duty Enlisted Dependent Travel: 57*3500 32* 5810.0D 525725
	USAF Active Duty Enlisted Dependent Per Diem: 57*3500 32* 5810.0K 525725
	For Air Force civilians and dependents, should refer to the local Financial Management office for instructions.

References	Accounting Code Location
<ul style="list-style-type: none"> <li>Marine Corps Order 4650.37A (Defense Travel System)</li> <li>The <a href="#">Marine Corps Travel Instruction Manual</a></li> </ul>	<a href="#">HQMC Finance Policy</a>

U.S. Navy	National Oceanic and Atmospheric Administration
Chief of Naval Operations (N130C) Building 12, Room 3R180 701 S. Courthouse Road Arlington, VA 22204-2472 Phone: (703) 604-5476/7/4 DSN 664 E-mail: <a href="mailto:NXAG_N130C@navy.mil">NXAG_N130C@navy.mil</a>	Director, CPC 8403 Colesville Road, Suite 500 ATTN: CPC1 Silver Spring, MD 20910-6333 FAX: (301) 713-4140 Phone: (301) 713-3444
U.S. Coast Guard	U.S. Public Health Service
U.S. Coast Guard Commandant (CG-832) STOP 7618 2703 Martin Luther King Jr Avenue, SE Washington, DC 20593-7618 Phone: (202) 372-3577 Email: <a href="mailto:HQS-DG-LST-CG-832@uscg.mil">HQS-DG-LST-CG-832@uscg.mil</a> Refer to <a href="#">COMDTINST M7100.3E</a> , for charge codes related to evacuation funds	Director, Division of Commissioned Corps Personnel and Readiness ATTN: Travel Coordinator Plaza Level, Suite 100 1101 Wootton Parkway Rockville, MD 20852 FAX: (240) 453-6141 Phone: (240) 453-6059

### 060105. Funds Advance

An advance for evacuation travel and transportation allowances, including allowances while at a safe haven, may be paid as soon as an order is issued for the Service member’s dependent, civilian employee, civilian employee’s dependent, or an escort to travel from the evacuation area.

A. Safe Haven Allowance. A safe haven-allowance advance is limited to an estimated 30 days at the authorized safe haven or designated place.

B. Dislocation Allowance (DLA). A DLA advance may be paid to a Service member’s designated

dependent before the dependent travels to a designated place. See par. 5452 for DLA rates.

C. Civilian POV. Civilian employees may be paid an advance of funds for transportation and emergency storage of a POV, limited to the estimated expense amount that the AO authorizes for that specific purpose.

### 060106. Receiving Payments for Evacuation Travel

Only specific individuals can receive payments for evacuation allowances on behalf of eligible evacuees. See Table 6-11 to determine who the Government may pay. Typically, the spouse is the person who receives the evacuation allowance payment; however, other people identified in Table 6-11 may receive the payments when the spouse is separated from other evacuees.

<b>Table 6-11. Who Is Eligible to Receive Payments on Behalf of an Evacuee</b>			
<b>Individuals</b>	<b>Location Being Evacuated</b>		
	<b>CONUS</b>	<b>Non-Foreign Location OCONUS</b>	<b>Foreign</b>
<b>Service Member's Spouse</b>	Yes	Yes	Yes
<b>Service Member's Dependent 18 Years of Age or Older</b>	Yes	Yes	Yes
<b>A Service Member Who Serves as a Natural Guardian for a Dependent Younger than 18 Years of Age</b>	Yes	Yes	Yes
<b>Service Member's Dependent who Turned 21 after Evacuation is Ordered or Authorized</b>	Yes	Yes	Yes
<b>Non-Command Sponsored Dependent</b>	N/A	No*	No*
<b>DoD Civilian Employee</b>	Yes	Yes	Yes
<b>DoD Civilian Employee's Dependent</b>	Yes (age 16 and older)	Yes (age 18 and older)	Yes (age 18 and older)
<b>DoD Civilian Employee's Designated Representative</b>	Yes (age 16 and older)	Yes (age 18 and older)	Yes (age 18 and older)

\* Evacuees must be command-sponsored to receive evacuation allowances.

### 060107. Who Can Terminate Evacuation Allowances

Table 6-12 specifies who can terminate an evacuation status for a Service member's dependent, a civilian employee, the civilian employee's dependent, and a non-DoD Service member's dependent.

<b>Table 6-12. Who Terminates Evacuation Status and Authorizes Return</b>			
<b>Evacuee</b>	<b>Location Being Evacuated</b>		
	<b>CONUS</b>	<b>Non-Foreign Location OCONUS</b>	<b>Foreign</b>
<b>DoD Service Member's Dependent</b>	<ul style="list-style-type: none"> <li>• Secretarial Process.</li> <li>• A limited evacuation is terminated by the authority who ordered or authorized it.</li> </ul>	USD(P&R)	
	Secretarial Process when the Service member's or dependent's situation warrants review on an individual basis.		
<b>Non-DoD Service Member's Dependent</b>	Secretarial Process		
<b>Civilian Employee or Civilian Employee's Dependent</b>	The authority who ordered the evacuation. See Table 6-2.		Secretary of State

A. Allowance Expiration. In addition to the authorities listed above terminating an evacuation, safe haven evacuation allowances terminate on the date a Service member detaches or permanently departs from the PDS from which the dependent's evacuation was ordered or authorized. However, the evacuation allowances may continue when the PDTATAC issues an Evacuation Allowance Determination to extend safe haven evacuation allowances or the Service member dies.

B. Time Limits. Safe haven evacuation allowances cannot extend beyond the earliest of the:

1. Established 180-consecutive day period, unless extended by the USD (P&R) for a DoD Service member's dependent or by the Secretarial Process for a non-DoD Service member's dependent.
2. Date on which a dependent departs a safe haven for the PDS or designated place, or converts the safe haven to a designated place;
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.
4. For civilian employees and their dependents, the above apply subject to the authority who ordered the evacuation as in Tables 6-2 and 6-12.

## **0602 Allowances for Service Members' Dependents**

Allowances vary depending on the location of the evacuation and whether a dependent is authorized to be there.

### **060201. Eligibility for Evacuation Allowances**

A. Service Member's Dependent. A Service member's dependent may be eligible for evacuation allowances in accordance with [37 U.S.C. § 475a](#) and [DoD Directive 3025.14](#), (Evacuation of U.S. Citizens and Designated Aliens from Threatened Areas Abroad) dated February 26, 2013. A dependent must meet one of the criteria in Table 6-13 to qualify for allowances at the location being evacuated, safe haven, or designated place.

B. RC Member's Dependent.

1. A dependent of an RC member ([10 U.S.C. §§ 101, 10101](#)) on active duty or full-time National Guard duty under [32 U.S.C. § 502\(f\)](#) may be eligible for evacuation allowances if all of the following occur together:

- a. No evacuation allowances are authorized for a dependent for any period in which the RC member was not on active duty or full-time National Guard duty.
- b. The evacuation order is given when the RC member is on active duty.
- c. The dependent actually evacuates from his or her residence or continues to reside at a safe haven.
- d. The RC member’s primary residence when called or ordered to active duty or full-time National Guard duty is in the vicinity of a PDS.

2. 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, is called to full-time National Guard duty under [32 U.S.C. § 502\(f\)](#), remains eligible for continued evacuation allowances.

3. The dependent of an RC member ordered to active duty under an involuntary authority ([10 U.S.C. § 12302](#)) in support of a contingency operation and whose order is amended to retain the RC member on active duty under a voluntary authorization ([10 U.S.C. §12301\(d\)](#)) remains eligible for continued evacuation allowances.

4. In addition to the eligibility in this paragraph, the criteria in Table 6-13 also apply.

<b>Table 6-13. Eligibility Criteria for a Dependent to Receive Evacuation Allowances</b>		
<b>Location Being Evacuated</b>		
<b>CONUS</b>	<b>Non-Foreign Location OCONUS and U.S. Naval Station at Guantanamo Bay, Cuba</b>	<b>Foreign Location</b>
<ul style="list-style-type: none"> <li>● A dependent who resides at the Service member’s PDS or in the PDS vicinity when the evacuation is ordered or authorized.</li> <li>● A dependent who is temporarily absent from the Service member’s PDS in the CONUS or its vicinity.</li> <li>● A dependent traveling to the Service member’s PDS in the CONUS or its vicinity to establish a permanent residence with the Service member.</li> </ul>	<ul style="list-style-type: none"> <li>● A dependent who resides at the Service member’s permanent duty station (PDS) or in the PDS vicinity when the evacuation is ordered or authorized. “In the PDS vicinity” means:                             <ul style="list-style-type: none"> <li>● A dependent is residing in the foreign location or non-foreign location OCONUS within which the PDS is located.</li> <li>● A Service member resides with the dependent in an area OCONUS and commutes to the PDS from a place located in an adjacent country.</li> </ul> </li> <li>● A dependent student who would have traveled to the evacuated PDS, but instead travels to a safe haven or designated place. A dependent temporarily absent from the PDS for any reason after having established residence at or in the vicinity of the PDS, including a dependent student attending an OCONUS dormitory school away from the Service member’s PDS.</li> <li>● A dependent <b>at, temporarily away, or en route to the Service member’s PDS</b>, who is not command sponsored is authorized transportation only and is not authorized per diem while traveling or safe have allowances. <b>(effective 1 August 2017).</b></li> </ul>	

Table 6-13. Eligibility Criteria for a Dependent to Receive Evacuation Allowances		
Location Being Evacuated		
CONUS	Non-Foreign Location OCONUS and U.S. Naval Station at Guantanamo Bay, Cuba	Foreign Location
<ul style="list-style-type: none"> <li>• A dependent full-time student who is younger than 23 years of age.</li> <li>• A dependent ordered or authorized to depart the vicinity where he or she lives, travel to an authorized safe haven or designated place and then ordered or authorized to depart that safe haven or designated place location.</li> <li>• A dependent who resides at the PDS of a Service member who died before the evacuation was ordered or authorized. If a Service member dies while a dependent is receiving evacuation allowances, then the dependent continues to receive the allowances as though the Service member had not died.</li> <li>• A dependent who turned 21 after being moved at Government expense to the PDS in the CONUS and the Service member is still serving at that PDS.</li> <li>• A dependent who evacuated at Government expense to a safe haven or designated location and turned 21 while there, and the Service member is still serving at the PDS to which assigned at the time the dependent was evacuated.</li> <li>• A dependent who remained at the former PDS following the Service member's assignment elsewhere. (effective 1 August 2017)* A dependent who moved at Government expense to, or remained at, a former PDS or a PDS that is not the current PDS because the Service member is serving an unaccompanied tour of duty.* A dependent who was evacuated from his or her residence at that location and turned 21 while at the safe haven or designated place remains a dependent for evacuation purposes and for purposes of return transportation to the location from which evacuated *</li> </ul>		
* These dependents are authorized safe haven evacuation allowances, even though no longer command-sponsored (effective 1 August 2017).		

## 060202. Travel and Transportation Allowances

The evacuation order includes transportation instructions for departure. Allowances differ between a limited evacuation in the CONUS and a regular evacuation. Dependents at the Service member's PDS OCONUS who are not command sponsored are authorized transportation only.

Table 6-14. Transportation Allowances While Leaving a Location Being Evacuated
CONUS/Non-Foreign Location OCONUS/Foreign
<ul style="list-style-type: none"> <li>• A dependent directed to go to a safe haven, which instead <i>goes somewhere</i> that is not authorized or approved, is limited to reimbursement for the cost of transportation from the origin to the authorized safe haven location.</li> <li>• A dependent directed to go to a safe haven, which actually <i>arrives</i> at the safe haven and then leaves for personal reasons, receives no transportation to the personal location.</li> <li>• The same transportation allowances to and from a safe haven as those authorized for a PCS. Accompanied baggage is not authorized unless the carrier providing transportation allows excess accompanied baggage and the Transportation Officer in the affected area or the AO authorizes or approves it. The Transportation Officer and AO are not required to authorize or approve excess accompanied baggage if they believe it is unnecessary.</li> <li>• Transportation from the place notified of the evacuation to the safe haven, or designated location, whichever the official determines is appropriate for an eligible dependent traveling to the Service member's PDS when an evacuation is ordered or authorized. The following criteria must be met: <ul style="list-style-type: none"> <li>• A dependent must remain where he or she receives notification of the evacuation to await a decision authorizing onward travel to the PDS, to another safe haven, or to a designated place when the dependent has:</li> </ul> </li> </ul>

<b>Table 6-14. Transportation Allowances While Leaving a Location Being Evacuated</b>	
<b>CONUS/Non-Foreign Location OCONUS/Foreign</b>	
<ul style="list-style-type: none"> <li>• Official authorization to travel to the PDS on personally procured transportation subject to Government reimbursement.</li> <li>• Dissolved his or her residence and moved to temporary accommodations pending the travel to the Service member's PDS. A dependent who has dissolved the residence is considered to be en route to the Service member's PDS. For example, a house is sold and a contract signed with a specified date for moving out and closing the sale of the house or a lease has been terminated and cannot be reinstated.</li> <li>• A dependent who has not received official authorization to travel to the Service member's PDS is not authorized transportation or reimbursement for transportation.</li> </ul>	
<b>Transportation Allowances Specific to Location Being Evacuated</b>	
<b>CONUS</b>	<b>Non-Foreign OCONUS and Foreign Locations</b>
<p>A dependent moved during a limited evacuation is authorized a round trip from the evacuated residence to the nearest available accommodations, which may be Government quarters.</p> <ul style="list-style-type: none"> <li>• Reimbursement for using a POV is at the TDY mileage rate based on odometer readings.</li> <li>• Reimbursement is to the POV operator; passengers receive no transportation reimbursement.</li> </ul>	<p>A dependent must remain where he or she receives notification of the evacuation to await a decision authorizing onward travel to the PDS, to another safe haven, or to a designated place when the dependent has a port call to the Service member's PDS.</p> <ul style="list-style-type: none"> <li>• The official issuing the port call must consult the Service headquarters to determine the appropriate action to take and provide timely notification to the dependent.</li> <li>• When a dependent does not have a port call, the Service member's AO determines the appropriate action to take and furnishes timely notification to the dependent.</li> <li>• A dependent who has not received a port call or official authorization to travel to the Service member's PDS is not authorized any transportation under this paragraph.</li> </ul>

A. Per Diem while Traveling. A dependent evacuated from a location in the CONUS—a limited evacuation or regular evacuation—or a command-sponsored dependent evacuated from an OCONUS location is authorized the following per diem while traveling:

1. Per diem for travel to and from the safe haven location. This is paid using the computation method in par. 020301 and adjusted based on the age of the dependent.

<b>Table 6-15. Per Diem while Traveling to and from a Safe Haven</b>	
<b>Dependent's Age</b>	<b>Per Diem</b>
<b>12 Years or Older</b>	The same per diem as a Service member on a TDY.
<b>Under 12 Years</b>	An amount limited to one half of what a Service member traveling on a TDY receives.

2. A dependent at **the Service member's** PDS OCONUS who is not command sponsored is not authorized per diem.

B. Dependent Temporarily Absent from PDS. A dependent, including a dependent student, temporarily absent from the PDS for any reason after having established residence at or in the vicinity of the PDS can receive allowances for only one departure from the location being evacuated during each evacuation. This includes a dependent student attending a dormitory school in a foreign location away from the Service member's PDS.

1. The dependent stays at the place where he or she is located when the evacuation is ordered or authorized and is considered to be at a safe haven until instructed otherwise. The appropriate authority determines whether the dependent will receive allowances to stay at the location, go to another location, or return to the PDS.

2. Safe haven allowances begin on the date the return travel to the PDS would have begun had the return not been prevented by the evacuation. The dependent or Service member furnishes this date as instructed by the Service or Agency. The date must not be earlier than the date the evacuation from the PDS actually began.

C. Dependent Student. The safe haven or designated place replaces the Service member's PDS as the destination authorized under par. 5151 when a dependent student is attending school in the United States, and the Service member is authorized transportation allowances for the dependent student to travel to the PDS but the PDS has been evacuated. Evacuation allowances begin on the date the dependent student would have joined the Service member OCONUS had it not been for the evacuation.

1. If the dependent student joins other dependents 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. If the dependent student is the Service member's only dependent, and if the CONUS is named in the evacuation authorization or order as the safe haven, the dependent student is authorized transportation to and from the exact safe haven location within the CONUS that the dependent student or the Service member selects.

2. The dependent student receives evacuation allowances while at the safe haven as specified in Table 6-17. Transportation to a safe haven has no effect on the dependent student's travel between the school and the Service member's PDS OCONUS, as specified in Chapter 5.

3. Unless terminated sooner for other reasons, evacuation allowances continue until the dependent student departs the safe haven to return to school to resume classes there, starts attending classes at a school, or the date the student would have returned to the school under the provisions of par. 5151 from the Service member's PDS, whichever occurs first.

D. Transportation to Designated Place. A dependent at the safe haven who is directed to select a designated place and chooses a different location other than the current safe haven is authorized transportation from the safe haven to the designated place.

### **060203. Escort during Evacuation**

A. Eligibility. The AO may authorize an escort for a dependent who cannot travel alone due to age, physical or mental incapacity, or other extraordinary circumstances.

B. Escort Allowances. An escort may be authorized round-trip transportation, one-way transportation, or transportation to the point from which the dependent must be escorted, as applicable. The following individuals may serve as an escort:

1. A Service Member. The escort is issued a TDY order and receives the standard travel and transportation allowances specified in Chapter 2.

2. A Civilian Employee. The escort is authorized the TDY allowances in regulations issued by the civilian employee's Agency or Department. A DoD civilian employee serving as an escort must have a TDY order that cites this paragraph as the authority for the travel and must follow the rules in Chapter 2

for transportation. The Agency directing the travel funds the escort's travel.

3. A Person Other Than a Service Member or Civilian Employee. The escort travels on an invitational travel authorization (ITA) and receives the same travel and transportation allowances as a civilian employee on a TDY.

### **060204. Pet Transportation and Quarantine –Evacuation from Foreign PDS**

A. Eligibility. A Service member is authorized transportation and quarantine fees for up to two household pets (defined as a cat or dog) to and from a safe haven or designated place if he or she currently owns them at the evacuated foreign PDS.

B. Allowances. If the Service member transports the pets at personal expense, then reimbursement is limited to the constructed cost that the Government would have incurred if it had transported the pets. A Service member traveling on a separation or retirement order is not authorized reimbursement for pet transportation or quarantine fees. No authority exists to reimburse expenses associated with transporting a pet, including its quarantine, for an evacuation in the CONUS or a non-foreign location OCONUS.

### **060205. Allowances While at the Safe Haven**

A. Eligibility. See Table 6-13 to determine eligibility for safe haven allowances. A dependent at **the Service member's** PDS OCONUS who is not command sponsored is not authorized safe haven allowances.

B. Allowances

1. Transportation

<b>Allowance</b>	<b>Safe Haven or Alternate Safe Haven</b>	<b>Designated Place</b>
<b>Local Travel</b>	Yes	Only if the dependent has not taken delivery of a POV or did not drive a POV to the safe haven.
<b>POV Shipment</b>	No	Yes
<b>Rental Vehicle</b>	No	Only when a POV is scheduled for delivery and arrives late.

a. A local travel allowance of \$25 per day for each family, regardless of the number of dependents, is authorized when the dependent has not taken delivery of a POV transported to a designated place or did not drive a POV to the safe haven. No receipt is required for a local travel allowance. No local travel allowance is authorized on any day that reimbursement is received for a rental vehicle.

b. Shipment of a POV at Government expense to a safe haven is not authorized. When a Service member receives a PCS order while a dependent is at a safe haven, the authorization to transport a POV from the safe haven is in the Service member's PCS order.

c. A dependent directed to go to a safe haven, who instead goes somewhere that is not authorized or approved, is authorized the [Standard CONUS rate](#) at the percentage specified in Table 6-17.

2. Safe Haven Allowances. An evacuated dependent from the CONUS—a limited evacuation or

regular evacuation—or a command-sponsored dependent OCONUS is authorized the following safe haven allowances and miscellaneous expenses at the safe haven:

a. Safe haven allowances during the first 30 days while at the safe haven location. This is paid using the computation method in par. 020301 and the safe haven locality per diem rate, combined with the age of the dependent. Safe haven evacuation allowances are initially authorized for 30 consecutive days. The 30-day clock begins on the day after the dependent's arrival at the safe haven (see par. 020301 for the applicable computation rules).

(1) Each dependent receives the appropriate percentage of the meals and incidental expense (M&IE) rate of the locality per diem rate. The dependent receives the M&IE regardless of whether there is a lodging expense on a given day.

(2) The amount reimbursed for lodging is the actual lodging cost incurred by the dependent family, up to the maximum available to each dependent at that safe haven. Individual amounts are based on the lodging portion of the locality per diem rate and Table 6-17. A dependent receives this allowance for each day in an evacuation travel status.

(3) No lodging reimbursement is authorized if a dependent stays with a friend or relative while at a safe haven, whether or not any lodging payment is made to the friend or relative. If the dependent rents a house or apartment with a valid, written lease from a friend or relative who does not jointly occupy the rental, then the evacuated dependent is authorized lodging costs as specified in Chapter 2.

(4) If a Value-Added Tax relief certificate is used to avoid paying the lodging taxes in an area OCONUS, then the cost of the certificate is a miscellaneous reimbursable expense.

(5) If the dependent moves to a different location other than the current safe haven, then he or she receives the rate authorized in Table 6-17 for the first 30 days.

(6) Tax paid on lodging while at a safe haven or designated place or traveling in CONUS or a non-foreign area OCONUS is a miscellaneous reimbursable expense (**effective 1 August 2017**).

(7) Tax paid on lodging while at a safe haven or designated place or traveling in a foreign area OCONUS is not separately reimbursable. It is part of the lodging portion of per diem rate used to compute the safe haven allowances (**effective 1 August 2017**).

b. Reimbursement of the expenses incurred for the unexpired lease period up to 30 days if a dependent signs a lease for lodging at the safe haven and is then authorized to return to the PDS or to move to a designated place. A dependent should avoid signing a long-term lease or a lease without a military clause while at a safe haven. The amount reimbursed is limited to what the dependent would have received for the lodging portion of the safe haven evacuation allowance for the unexpired lease period.

c. Safe haven allowances are reduced after the initial 30 consecutive days, which may continue for up to an additional 150 consecutive days. The USD (P&R) can increase the safe haven allowances authorized in Table 6-17, after 30 days for a DoD Service member's dependent up to 100% of the locality per diem rate and the Secretary concerned can increase the per diem rates for a non-DoD Service member's dependent. The 180-day clock starts over at a new safe haven if the dependent is directed to a new safe haven. If the dependent requests to move from one safe haven to another, then the 180-day clock continues from the previous safe haven.

(1) If the reduced safe haven evacuation allowance specified in Table 6-17 is insufficient to cover the lodging, meals, and incidental expenses for a specific individual at a safe haven, then the dependent or the individual receiving the safe haven evacuation allowances on behalf of the dependent may request an increased rate.

(2) Send requests for an increased rate through the paying finance or disbursing office to the PDTATAC, Chief.

(a) It must contain the actual daily costs incurred for lodging, meals, and incidental expenses, and the finance or disbursing officer should add any pertinent information and recommendations. The PDTATAC contact information for this request is on the front page of this regulation.

(b) If the request is granted, then PDTATAC issues an Evacuation Allowance Determination specifying the amount of a dependent's evacuation allowances at an authorized or approved safe haven. The Evacuation Allowance Determination, or the denial of the request, is sent directly to the dependent concerned, with a copy to the finance or disbursing office submitting the request. PDTATAC provides copies of all requests and approvals or disapprovals to the applicable Service representative.

<b>Table 6-17. Safe Haven Allowances</b>			
<b>Duration at Safe Haven</b>	<b>12 Years of Age* and Older</b>		<b>Less Than 12 Years of Age</b>
<b>First 30 Days</b>	A maximum of 100% of the locality per diem rate for the area.		A maximum of 50% of the locality per diem rate for the area.
<b>31-180 Days</b>	Up to 60% of the locality per diem rate for the area.		Up to 30% of the locality per diem rate for the area.
<b>Computation Examples</b>			
<a href="#">Example 1</a>	<a href="#">Example 2</a>	<a href="#">Example 3</a>	<a href="#">Example 4</a>
*The increase is effective on the 12th birthday.			

d. Government dining facility availability or use has no effect on the safe haven evacuation allowances for a dependent, even though the dependent uses or may use the dining facility without charge.

e. A dependent who arrives at the safe haven and then leaves for personal reasons receives no transportation to the personal location. He or she continues to receive safe haven allowances at the same rate as though the dependent had remained at the safe haven, provided that the dependent does not join the Service member to establish a residence or to occupy the old residence at the PDS.

f. A dependent temporarily absent from the Service member's PDS when an evacuation is ordered or authorized may receive safe haven evacuation allowances based on the locality per diem rate for the location where the dependent is delayed. The allowance begins at 0001 on the date the dependents would have begun return travel to the PDS. This date that the dependent would have begun return travel to the PDS must be confirmed from information secured from the Service member or dependents, but must be no earlier than the date the evacuation began.

g. A dependent traveling to the Service member's PDS when an evacuation is ordered or authorized may receive safe haven evacuation allowances based on the locality per diem rate for the location where the dependent is delayed and using the computation method in par. 020301.

(1) The allowance begins at 0001 on the date the dependent receives official notification of port call withdrawal or suspension, or withdrawal of official authority to travel to the Service member's PDS on personally procured transportation. The safe haven evacuation allowances continue until 2400 on the date the dependent receives notification to resume travel, or to begin travel to a different safe haven or a designated place.

(2) If travel is authorized directly to the Service member's PDS, then no safe haven evacuation allowances for travel to the PDS are authorized.

(3) If the dependent moves to a different location other than the current safe haven, then he or she receives the rate authorized in Table 6-17 for the first 30 days.

h. An actual expense allowance (AEA) is not authorized for an evacuation.

### **060206. Standard Allowances While at Designated Place**

A. Eligibility. See Table 6-13 to determine eligibility for safe haven allowances at the designated place. An eligible dependent directed to select a designated place may choose to convert the current safe haven to the designated place or select a different location. That is important in determining allowances at the designated place. A dependent at the Service member's PDS OCONUS who is not command sponsored is not authorized allowances at a designated place.

#### **B. Allowances.**

1. Transportation at the Designated Place. A local travel allowance of \$25 per day for each family, regardless of the number of dependents, is authorized when the dependent has not taken delivery of a POV transported to a designated place or did not drive a POV to the safe haven during an evacuation in the CONUS. No receipt is required for a local travel allowance. No local travel allowance is authorized on any day that reimbursement is received for a rental vehicle.

2. Per Diem at the Designated Place. A dependent is authorized the following evacuation and safe haven allowances at the designated place:

a. Once at a designated place, the dependent is authorized safe haven evacuation allowances as specified in Table 6-17 for a limited time to offset lodging and M&IE expenses while finding a house and establishing a permanent residence, limited to Table 6-18.

b. Safe haven evacuation allowances at the designated place begin on the dependent's arrival date at the designated place, or on the date the safe haven is converted to the designated place. The direction to relocate to a designated place must specify the date when the dependent's safe haven evacuation allowances stop. The termination date of safe haven evacuation allowances are specified in Table 6-18.

<b>Table 6-18. Terminating Safe Haven Allowances at a Designated Place</b>	
<b>If...</b>	<b>Then...</b>
the dependent chooses to convert the safe haven to the designated place and occupies a permanent residence there within 30 days,	safe haven allowances end at 2400 on the day the dependent occupies the permanent residence.
the dependent chooses to convert the safe haven to the designated place and does not occupy a permanent residence there within 30 days,	safe haven allowances end at 2400 hours on the 30th day after the dependent selects the designated place.
the dependent converts the safe haven to a designated place, and is receiving the reduced rate at a safe haven,	the reduced rate continues until 2400 hours on the day the dependent occupies a permanent residence or on the 30th day after the dependent selects the designated place. A Service member or the dependent may request a safe haven allowance rate at a higher percentage through the Secretarial Process on a case-by-case basis when justified by lodging and M&IE costs.
the dependent chooses a designated place other than the safe haven and is at the designated place for 30 days but does not occupy a permanent residence within 30 days,	safe haven allowances end at 2400 hours on the 30th day after arrival. A Service member or the dependent may request a safe haven allowance period longer than 30 days through the Secretarial Process on a case-by-case basis when warranted.
the dependent chooses a designated place other than the safe haven, occupies a permanent residence, and is there for 30 or fewer days,	safe haven allowances end at 2400 on the day the dependent occupies the permanent residence.
the dependent moves to a different location other than the current safe haven,	he or she receives the rate authorized in Table 6-17, until the dependent occupies a permanent residence or 2400 hours on the 30th day after arrival at the designated place.

### 3. POV Shipment to the Designated Place

a. When a dependent evacuated from OCONUS goes to a designated place, appropriate authority may authorize or approve the transportation of one POV to the designated place, including any ground transportation required. The Secretarial Process may determine POV transportation is prudent when a dependent evacuated from the CONUS cannot drive a POV to a designated place.

(1) The POV must be in a port or vehicle processing center awaiting transportation, at the PDS area, or en route to the PDS when the evacuation is declared.

(2) The POV must be owned by the Service member or the evacuated dependent.

(3) When a dependent selects a designated place OCONUS, any taxes resulting from the POV move are the Service member's or dependent's financial responsibility.

b. When an authorized POV does not arrive at the designated place by the scheduled delivery date, or is not made available to the dependent on or before the scheduled delivery date, then the Service or Agency must reimburse the Service member for the cost of a rental vehicle for the dependent's use. Reimbursement for a rental vehicle is limited to \$30 per day with a maximum reimbursement of \$210. The dependent may rent a vehicle as early as the day after the POV's scheduled delivery date and keep it for up to 7 days, or less if the POV is available for delivery sooner.

4. DLA is authorized when a command-sponsored dependent is evacuated to a designated place. DLA is also payable when return travel for a command sponsored dependent is authorized from the designated place to the Service member's PDS. The prohibition against more than one DLA payment in a fiscal year does not apply when DLA is paid because of an evacuation. No DLA is payable when a dependent is relocated to a safe haven. No DLA is payable on behalf of a non-command-sponsored dependent.

### 060207. Allowances when an Evacuation is Canceled

A. Eligibility. A Service member's dependent who was transported to a safe haven or designated location at Government expense may be eligible for allowances to return to the PDS.

#### B. Allowances

##### 1. Transportation

a. A dependent is authorized transportation as specified in Table 6-19.

b. A dependent who turns 21 after evacuating to a safe haven is authorized the allowances in Table 6-19 if he or she was moved to the PDS OCONUS at Government expense and the Service member is still at that PDS. A dependent who was evacuated while residing at a location other than the Service member's current PDS because the Service member is on an unaccompanied tour of duty may also receive the allowances in Table 6-19 if he or she turns 21 after the evacuation.

##### 2. Per Diem

a. Safe haven evacuation allowances stop on the day that transportation is first *made available* to a dependent. However, the appropriate authority identified in Table 6-12 may authorize an extension of evacuation allowances because of an unavoidable delay that is beyond the dependent's control.

b. Per diem while traveling from the safe haven to the appropriate destination in Table 6-19 is the same as for leaving the location being evacuated as specified in par. 060202.

<b>Table 6-19. Transportation for a Dependent's Return</b>		
<b>Days Remaining on a Tour of Duty on the Dependent's Scheduled Arrival Date</b>	<b>Authorized Allowance by Location Being Evacuated</b>	
	<b>CONUS</b>	<b>Non-Foreign Location OCONUS/Foreign</b>
<b>60 or More</b>	Service members' dependents receive transportation to return to the PDS or place from which evacuated.	Service members' dependents receive transportation from the safe haven or designated location to the Service member's PDS.
<b>59 or Less</b>	Service members' dependents receive transportation to return to the PDS or place	Service members' dependents receive no transportation unless the Secretarial Process specifically authorizes it. In which case, transportation is authorized only from the

<b>Table 6-19. Transportation for a Dependent's Return</b>		
<b>Days Remaining on a Tour of Duty on the Dependent's Scheduled Arrival Date</b>	<b>Authorized Allowance by Location Being Evacuated</b>	
	<b>CONUS</b>	<b>Non-Foreign Location OCONUS/Foreign</b>
	from which evacuated.	dependent's location at the time travel is authorized to the PDS, limited to what the cost would have been to travel from the safe haven or designated place, whichever applies, to the PDS.

### 3. POV Shipment from the Designated Place

a. When a dependent is at a designated place after being evacuated from an OCONUS location, and the Service member has not received a PCS order, and the dependent is authorized to return to the Service member's PDS, one POV may be authorized or approved for shipment if both of the following apply:

(1) A POV was transported to the designated place under the evacuation order.

(2) At least 12 months remain on the Service member's tour of duty after the date on which the POV is delivered to the port or vehicle processing center servicing the PDS, or the Secretarial Process authorizes or approves an exception to that 12-month requirement.

b. When a dependent is at a designated place and a POV has been transported to the designated place at Government expense, and the Service member receives a PCS order to a new PDS, the authorization to transport a POV from the designated place is under the Service member's PCS order.

c. When a dependent is at a designated place after being evacuated from a location in the CONUS, and the dependent is authorized to travel to the Service member's PDS, a POV may be transported to the PDS in the CONUS, including any overland transportation required, if the Secretarial Process authorized or approves the transportation based on the determination that circumstances make the POV move prudent.

## **060208. Preparing for Return Trip**

A. Eligibility. A dependent who was transported to a safe haven or designated place at Government expense may be eligible for return transportation when an evacuation status is canceled.

### B. Allowances

1. Transportation. A dependent who is authorized to travel from the safe haven location or designated place to obtain a passport or a medical screening as a requirement to returning to the Service member's PDS is authorized transportation for one round trip. Transportation is by one of the following:

a. Government-owned or Government-procured transportation.

b. Transportation in-kind.

c. Personally-procured commercial transportation. Reimbursement is the actual

transportation cost, limited to what it would have cost to provide Government-procured transportation.

d. POV reimbursed at the automobile TDY mileage rate for the official distance according to the Defense Table of Official Distance. When two or more dependents travel together by POV, only the POV operator is authorized the TDY mileage allowance.

2. Per Diem. No additional safe haven evacuation allowances, meals, or lodging associated with the round trip are authorized.

### 060209. Non-Command-Sponsored Dependent Returns to PDS

A. Eligibility. A dependent who is not command-sponsored and was transported to, diverted to, or required to remain at a safe haven in the CONUS or OCONUS because of an evacuation may be eligible for transportation to the Service member's PDS OCONUS.

B. Allowances. Only the USD(P&R) may authorize transportation for a DoD Service member's non-command-sponsored dependent. A non-DoD Service member's dependent may be authorized transportation through the Secretarial Process.

## 0603 Household Goods (HHG) Shipment for a Service Member's Dependents

A. Eligibility. A Service member's evacuated dependent is authorized HHG transportation or storage from a location in the CONUS, non-foreign location OCONUS, or foreign location. HHG can be shipped from:

1. The Service member's PDS to a safe haven, a designated place, non-temporary storage (NTS), or a new PDS.
2. One safe haven to another safe haven, a designated place, the old PDS, or a new PDS.
3. A designated place to the old PDS or to a new PDS.

### B. Allowances

1. Baggage. Unaccompanied baggage is authorized when evacuated from a CONUS, non-foreign OCONUS, or foreign location. Table 6-20 provides the details for this allowance.

<b>Table 6-20. Unaccompanied Baggage for an Evacuation</b>		
<b>Destination</b>	<b>12 Years of Age* and Older</b>	<b>Less Than 12 Years of Age</b>
<b>Safe Haven</b>	<ul style="list-style-type: none"> <li>● Up to 350 pounds for each dependent, up to 1,000 pounds per family.</li> <li>● The Transportation Officer in the area being evacuated may authorize or approve increases to the 1,000-pound limit by commercial air up to an additional 1,000 pounds, for a maximum of 2,000 pounds.</li> </ul>	<ul style="list-style-type: none"> <li>● Up to 175 pounds for each dependent, up to 1,000 pounds per family.</li> <li>● The Transportation Officer in the area being evacuated may authorize or approve increases to the 1,000-pound limit by commercial air up to an additional 1,000 pounds, for a maximum of 2,000 pounds.</li> </ul>

<b>Table 6-20. Unaccompanied Baggage for an Evacuation</b>		
<b>Destination</b>	<b>12 Years of Age* and Older</b>	<b>Less Than 12 Years of Age</b>
<b>Designated Place or Old PDS</b>	The unaccompanied baggage that was moved to the safe haven at Government expense.	
<b>New PDS</b>	Listed in the PCS order.	
*The increase is effective on the 12th birthday.		

## 2. Air Freight Allowance

a. An air freight allowance for the unaccompanied baggage may be authorized or approved when departing from and returning to the PDS OCONUS in accordance with Table 6-20.

b. If the air freight allowance is not used to transport unaccompanied baggage because of circumstances beyond the dependent's control, then the dependent may be authorized or approved an air freight-replacement allowance to purchase necessary items at the safe haven. The air freight-replacement allowance is in place of an air freight allowance for travel from the PDS. It is a set dollar amount and is intended to help offset costs of items ordinarily part of the authorized air freight shipment that must be purchased at the safe haven. When the air freight-replacement allowance is authorized for travel from the PDS, a dependent is still eligible for an air freight allowance upon return to the PDS.

(1) Amounts authorized for an air freight-replacement allowance are: one evacuated dependent, \$250; two evacuated dependents, \$450 total (not each dependent); three or more evacuated dependents, \$600 total.

(2) No receipts are required.

## 3. HHG Shipment

a. Table 6-21 contains the conditions and allowances for shipping HHG during or upon termination of an evacuation.

<b>Table 6-21. HHG Shipment for an Evacuation</b>	
<b>If...</b>	<b>Then the Service member is authorized...</b>
a Service member's dependent is evacuated,	HHG transportation, including unaccompanied baggage, up to 18,000 pounds, minus any weight of HHG already in storage at Government expense. <ul style="list-style-type: none"> <li>Any tax consequences resulting from HHG transportation to a designated place OCONUS are the financial responsibility of the Service member and dependent.</li> <li>A Service member who personally procures the HHG transportation authorized is reimbursed in accordance with par. 5210-D.</li> <li>If a Service member has a PCS order, the reimbursement for personally procured HHG transportation is in accordance with par. 5210-D or 5210-E.</li> </ul>
a Service member's dependent is evacuated,	no more than 18,000 pounds of NTS at Government expense.
a Service member's dependent is directed to move to a safe haven,	transportation of the following from the Service member's PDS or NTS to the safe haven: Unaccompanied baggage for the dependent. <ul style="list-style-type: none"> <li>HHG items authorized or approved by the appropriate authority as</li> </ul>

<b>Table 6-21. HHG Shipment for an Evacuation</b>	
<b>If...</b>	<b>Then the Service member is authorized...</b>
	needed for the dependent's comfort and well-being at the safe haven.
a Service member's dependent is authorized or directed to travel from one safe haven to another safe haven,	transportation between safe havens of: <ul style="list-style-type: none"> <li>● Unaccompanied baggage.</li> <li>● HHG other than unaccompanied baggage that was transported to the former safe haven at Government expense or acquired there for the evacuated dependent's comfort and well-being.</li> </ul>
dependent is directed to move to a designated place, from a safe haven to a designated place, or converts a safe haven to a designated place,	to either place HHG in NTS or to transport the following HHG to the designated place, including short-distance transportation from one address to another in the same city, town, or metropolitan area: <ul style="list-style-type: none"> <li>● Unaccompanied baggage.</li> <li>● HHG other than unaccompanied baggage that had been transported to the former safe haven at Government expense or acquired there for the dependent's comfort and well-being.</li> <li>● HHG at the Service member's PDS.</li> <li>● HHG in NTS.</li> </ul>
a dependent is authorized to go from a safe haven to the PDS, and the Service member is <i>not</i> in receipt of a PCS order from the evacuated area,	to either place HHG in NTS for the remainder of the Service member's tour at the PDS or to transport the following HHG from the safe haven to the Service member's residence at the PDS or the PDS vicinity: <ul style="list-style-type: none"> <li>● Unaccompanied baggage.</li> <li>● HHG, other than unaccompanied baggage, that had been transported to the safe haven at Government expense or acquired there for the dependent's comfort and well-being.</li> <li>● HHG acquired by the dependent that is authorized or approved by the Service concerned as necessary replacements of like items lost or destroyed at the PDS in connection with the circumstances that resulted in the evacuation.</li> <li>● No HHG to a PDS OCONUS if the Service member's tour of duty will last less than 12 months after the HHG scheduled arrival date. The Secretarial Process may authorize an exception to this 12-month requirement.</li> </ul>
a dependent is at a safe haven and the Service member receives a PCS order from the evacuated area,	transportation of unaccompanied baggage and HHG that had been transported to the safe haven at Government expense or acquired there for the dependent's comfort and well-being, from the safe haven to the location authorized in the Service member's PCS order. <ul style="list-style-type: none"> <li>● This transportation is under provisions and funding of the Service member's PCS order and part of the PCS HHG shipping allowance.</li> </ul>
a dependent is at a designated place and the Service member receives a PCS order from the evacuated area,	transportation of HHG from the designated place to the location authorized in the Service member's PCS order. <ul style="list-style-type: none"> <li>● Transportation of HHG in this case is under the provisions and funding of the Service member's PCS order, and is part of the PCS HHG shipping allowance.</li> </ul>
a dependent is at a designated place once the evacuation is canceled and the Service member is <i>not</i> in receipt of a PCS order from the evacuated area,	transportation of HHG: <ul style="list-style-type: none"> <li>● That was transported to the designated place.</li> <li>● Unaccompanied baggage that was transported to the designated place or authorized for purchase there for the dependent's comfort and well-being.</li> <li>● That was authorized or approved by the Service concerned as replacements of like items lost or destroyed at the PDS OCONUS in</li> </ul>

<b>Table 6-21. HHG Shipment for an Evacuation</b>	
<b>If...</b>	<b>Then the Service member is authorized...</b>
	<p>connection with the evacuation.</p> <ul style="list-style-type: none"> <li>From the designated place or NTS to the Service member's residence in the PDS OCONUS vicinity, if appropriate, or the Service member may choose to place them in NTS for the remainder of the Service member's tour OCONUS. However, HHG may be transported to the PDS OCONUS only if the Service member's tour of duty is 12 months or more after the HHG scheduled arrival date. The Secretarial Process may authorize an exception to this 12-month requirement.</li> <li>To NTS for the remainder of the Service member's tour OCONUS if the HHG cannot be transported to the PDS OCONUS because the Service member has fewer than 12 months remaining at that location.</li> </ul>

b. Table 6-22 contains the requirements and allowances for diverting HHG on its way to a PDS when an evacuation is ordered at the PDS. If the Government is shipping HHG to a PDS where an evacuation is ordered, or if the HHG was turned over to a Government agent for transport, then the Government must make every effort to stop or divert the shipment. If the Service member personally arranged for the HHG transportation to that PDS, then he or she is responsible for stopping or redirecting the HHG shipment.

<b>Table 6-22. Diverting HHG Shipment during an Evacuation</b>	
<b>If...</b>	<b>Then the Service member is authorized...</b>
the HHG is en route to the PDS when an evacuation is ordered for the PDS and HHG is diverted,	<p>to ship all of the HHG to the designated place <i>or</i> part of the HHG to either the safe haven or designated place and part to NTS for the following:</p> <ul style="list-style-type: none"> <li>Unaccompanied baggage and HHG that the appropriate authority authorized or approved as needed for the dependent's comfort and well-being.</li> <li>To retain part of the HHG at the old PDS as necessary for the dependent's comfort and well-being when the dependent is required to remain there because the new PDS is evacuated.</li> <li>To put the remainder of the HHG in NTS or send it to the PDS for the Service member's use if the appropriate authority authorizes or approves the movement.</li> </ul>
the Government ships the HHG or it is turned over to a Government agent for transport and must be diverted,	payment for the Government to sort and repack HHG so it can be divided for transport to the appropriate location at Government expense.
the Service member personally arranges for HHG transportation,	to add the cost of sorting, repacking, and shipping additional authorized HHG to a safe haven, designated place, the old PDS, or NTS to the Government's costs when using the cost comparison required in pars. 5210-D or 5210-E.
efforts to stop the HHG fail and it arrives at the PDS after the evacuation is ordered or authorized,	transportation as specified in this chart to the safe haven or designated place, as appropriate, as though the HHG were at the PDS when the evacuation was ordered.

## 0604 Standard Allowances for Civilian Employees and Their Dependents

Refer to DSSR, Chapter 600 for the evacuation allowances that apply to civilian employees and their dependents during an evacuation from a foreign location. Refer to 5 CFR §§ 550.401 through 550.409 for the evacuation allowances that apply to civilian employees and their dependents during an evacuation from a non-foreign location OCONUS or inside CONUS. Although DoD has adopted the DSSR and the CFR, some portions of these regulations have been modified to apply specifically to DoD. The DoD modifications to specific policy are contained in this section. When the DSSR and the CFR refer to “Agency head,” the applicable authority for a DoD civilian employee or the civilian employee’s dependent is through the Secretarial Process, the Secretary of the Service concerned, the Secretary’s designated representative, or the head of a DoD Component.

### 060401. Travel and Transportation Expenses

The en route travel and transportation expenses for a civilian employee or the civilian employee’s dependent who is ordered or authorized to depart the PDS for a safe haven are as specified in Chapter 2 for TDY travel.

<b>Table 6-23. Per Diem for a Civilian Employee or Dependent while Traveling to and from a Safe Haven</b>			
<b>Dependent’s Age</b>	<b>Per Diem</b>		
<b>12 Years or Older</b>	The same per diem as a civilian employee on a TDY.		
<b>Under 12 Years</b>	An amount limited to one half of what a civilian employee traveling on a TDY receives.		
<b>Computation Examples</b>			
<a href="#">Example 1</a>	<a href="#">Example 2</a>	<a href="#">Example 3</a>	<a href="#">Example 4</a>

### 060402. Subsistence Expense Allowance or Per Diem

A. Evacuation in a Foreign Location. The allowances in the DSSR, Chapter 600, apply when the evacuation is from a location OCONUS. The DSSR defines the subsistence expense allowance as the daily amount payable to assist in off-setting the cost of lodging, meals, and incidentals for evacuated civilian employees and their dependents. The subsistence expense allowance is computed differently, depending upon the type of lodging used, family composition, and certain formulas provided in the DSSR. For special family compositions not addressed by the DSSR, Chapter 600, submit requests for computational guidance through the appropriate CAP member to the Director, Office of Allowances, ATTN: (A/OPR/ALS), U.S. Department of State, Washington, DC 20522-0104.

B. Evacuation in the CONUS or a Non-Foreign Location OCONUS. The allowances in 5 CFR §§ 550.401 through 550.409 apply when the evacuation is from a location in the CONUS or non-foreign location OCONUS. When the CFR §§ 550.401 through 550.409 cites TDY allowances, or refers to the FTR, the rules in the Chapter 2 apply. The amount reimbursed for lodging is the actual lodging cost incurred by the dependent family, up to the maximum available to each dependent at that safe haven.

### 060403. Shipment of HHG

A. HHG Shipment to Safe Haven. The shipment of HHG is authorized under the provisions of Title

5 U.S.C., Section 5727 when the evacuation is from a location in the CONUS or a non-foreign location OCONUS. Shipment may be authorized from the civilian employee's PDS to a safe haven pending a determination as to whether the civilian employee or dependent will:

1. Return to the PDS from which evacuated.
2. Transfer or be reassignment to another PDS.
3. Return to his or her actual residence when a civilian employee is serving a prescribed tour for duty at a location OCONUS under a service agreement.

B. HHG Shipment to Next PDS or Actual Residence. If it is known at the time of the evacuation, or later determined, that the civilian employee or dependents are not to return to the evacuated PDS, transportation for the civilian employee or dependent and HHG may be authorized from the PDS or safe haven to the civilian employee's next PDS, or actual residence if there is no PCS for a civilian employee serving at a PDS OCONUS under a service agreement.

#### **060404. Subsistence Expense Allowance Rules During Annual Leave, Sick Leave, Home Leave, and Leave Without Pay—Evacuation OCONUS**

A. Eligibility. A DoD civilian employee away from the PDS OCONUS on annual leave, sick leave, home leave, or leave without pay when an evacuation is authorized should immediately contact the PDS for instructions. The civilian employee then returns to the PDS or receives authority to report to the safe haven or a TDY location. Dependents may be eligible for a subsistence expense allowance on the day after arrival at the authorized safe haven if the civilian employee has already started official travel to the PDS, TDY location, or safe haven.

B. Allowances. The civilian employee and dependents are authorized travel and transportation allowances if instructed to go to a safe haven. If the civilian employee is away on personal business when an evacuation is authorized, the cost of transportation to the safe haven is limited to what it would cost if traveling from the evacuated PDS to the safe haven. Upon arrival at the safe haven, payments of a subsistence expense allowance are authorized as specified in the DSSR, Chapter 600. A subsistence expense allowance is not paid to any evacuee authorized to receive per diem.

#### **060405. Emergency POV Storage Due to an Evacuation OCONUS**

A. Eligibility. If the civilian employee or the employee's dependent must evacuate the PDS OCONUS, emergency storage of one POV may be authorized if one of the following applies:

1. The POV was transported, or authorized to have been transported, at Government expense to the PDS.
2. The civilian employee or the employee's immediate family member drove the POV to the PDS and the POV use was in the Government's interest.

B. Allowances

1. 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 PDS.

2. Expenses allowed for emergency storage of a civilian employee's POV include:
  - a. Actual POV storage expenses.
  - b. Readyng the POV for storage and then for return to the traveler after the emergency has ended.
  - c. Local transportation expenses to and from storage.
  - d. Other necessary expenses relating to POV storage and transportation.
3. The cost of insurance carried on the POV while it is in storage is the civilian employee's financial responsibility.

C. Advance of Funds. An advance for transportation and emergency storage of a POV may be paid limited to the estimated expenses amount authorized for that purpose.

### **060406. POV Shipment**

A POV may be shipped at Government expense under the rules in Chapter 5 if the proper authority determines that the civilian employee cannot return to the evacuated PDS. The civilian employee must be given a PCS order to a new PDS or returned to the actual residence following separation from the PDS OCONUS if employed under a service agreement. There is no other authority to ship a POV in connection with an evacuation.

### **060407. Pet Transportation and Quarantine –Evacuation from Foreign PDS**

A. Eligibility. A civilian employee is authorized transportation and quarantine fees for up to two household pets (defined as a cat or dog) to or from a safe haven or designated place if he or she currently owns them at the evacuated foreign PDS.

B. Allowances. If the civilian employee transports the pets at personal expense, then reimbursement is limited to the constructed cost that the Government would have incurred if it had transported the pets. A civilian employee traveling on a separation order is not authorized reimbursement for pet transportation or quarantine fees. No authority exists to reimburse expenses associated with transporting a pet, including its quarantine, for an evacuation in the CONUS or a non-foreign location OCONUS.

### **060408. Subsistence Expense at the PDS When Home is Uninhabitable**

A. Eligibility. A civilian employee who is required to work at the PDS whose home is uninhabitable in connection with the evacuation may be eligible for allowances.

B. Allowances

1. A civilian employee is authorized special allowance for subsistence expenses under 5 CFR § 550.405(b) when he or she returns to the PDS to work. A dependent who is not allowed to return to the PDS and remains at the safe haven receives safe haven allowances while the civilian employee was required to work at the PDS.

2. A dependent who returns to the PDS with the civilian employee and whose home is

uninhabitable in connection with the evacuation may be authorized special allowances under 5 CFR 550.405(b) rather than returning to 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](#) and the OPM e-mail, "Employee & Dependents Return to PDS But their Residence Uninhabitable," November, 17, 2005.

### **060409. POV and Local Transportation – CONUS or Non-foreign OCONUS Evacuation**

There is no authority to reimburse POV shipment or local travel at the safe haven incurred during an evacuation from CONUS or a non-foreign location OCONUS:

#### **060410. Limited Evacuations**

A. Eligibility. A civilian employee or his or her dependent residing at or in the vicinity of the PDS in a CONUS or a non-foreign OCONUS location is eligible for evacuation allowances when the appropriate official in par. 060101 orders or authorizes the limited evacuation.

#### B. Allowances

1. Transportation is for one round trip from the civilian employee's evacuated residence to the nearest available accommodation, which may be Government quarters, and return. When a POV is the transportation mode used, mileage is paid at the TDY mileage rate to the POV operator. There is no transportation reimbursement for a passenger in a POV.

2. Per diem is as specified in par. 060408 while at the safe haven location. [See Computation Example](#).

#### **060411. Allowances when an Evacuation is Canceled**

Refer to the DSSR, Chapter 600, and 5 CFR §§ 550-406 and 550-407 for allowances and conditions for a civilian employee's dependent to return to the PDS when an evacuation is canceled.

#### **060412. Family Visitation Travel (FVT) during an Evacuation**

#### A. Eligibility

1. A civilian employee who is a U.S. citizen assigned to a foreign PDS OCONUS for a tour of duty that lasts more than 1 year may be eligible for FVT if he or she (10 U.S.C. § 1599b and 22 U.S.C. § 4081):

a. Has a service agreement that provides for return transportation at Government expense to his or her actual residence.

b. Has an *immediate* family member who was evacuated from his or her foreign PDS.

Table 6-24. Travel for FVT (Authorized or Approved by the AO)	
Authorization	Limitation of EVT Visit
<ul style="list-style-type: none"> <li>• A civilian employee may be authorized FVT to travel at Government expense to a location in the CONUS, a non-foreign location OCONUS, or another location to visit <i>immediate</i> family members who were evacuated from the civilian employee’s foreign PDS.</li> <li>• If FVT is used for any other purpose, the civilian employee must repay any funds the Government has already paid and expenses the Government has already incurred for the FVT.</li> </ul>	<ul style="list-style-type: none"> <li>• Two round trips to the CONUS or non-foreign location OCONUS during a 1-year period.</li> <li>• More than two visits in a year to a foreign location must first be authorized.</li> </ul>

2. A civilian employee may request an exception to the time requirements specified in Table 6-25 for FVT to a foreign location through the Secretarial Process. Valid reasons must consider workload and scheduling.

Table 6-25. Time Requirements for FVT Eligibility		
Limitation	FVT Destination	
	CONUS/Non-Foreign Location OCONUS	Foreign Location
<b>Minimum Time at Current PDS</b>	Minimum of 3 months after the family members complete either of the following: <ul style="list-style-type: none"> <li>• Evacuation from the foreign PDS.</li> <li>• Return to the CONUS or non-foreign location OCONUS after being located at a safe haven in a foreign country.</li> </ul>	After the family members have been evacuated for 4 weeks.
<b>Intervals between FVT Trips</b>	Minimum of 3 months.	Minimum of 4 weeks.
<b>Scheduled Time Left at Current PDS</b>	FVT trips are not permitted within the final 3 months before the civilian employee’s scheduled transfer, departure on renewal agreement travel (RAT), or voluntary separation.	FVT trips are not permitted within the final 4 weeks before the civilian employee completes the OCONUS tour of duty, transfers to a new PDS, departs on RAT, or voluntarily separates.

B. Allowances. FVT is a discretionary allowance and is not authorized for travel within the country of assignment. To the maximum extent possible, FVT must be combined with official required travel.

1. Transportation. The AO determines the authorized transportation mode. The provisions for transportation specified in Chapter 2 apply to FVT. Reimbursement for transportation is limited to the policy-constructed airfare between authorized locations.

a. If a POV is used, the mileage reimbursement is based on the “other mileage rate” specified in Chapter 2.

b. Indirect routing is allowed only when official duties must be performed en route or when it is to the Government’s advantage to purchase a ticket in foreign currency at an intermediate point.

c. Excess and near excess foreign currencies must be used to the maximum extent feasible.

2. Miscellaneous Reimbursable Expenses. 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. When travel is by POV, mileage is paid at the TDY mileage rate instead of actual expense, and is limited to the Government-procured transportation cost between authorized locations. Table 6-26 lists the reimbursable expenses authorized and not authorized during FVT. Reimbursable transportation costs include the actual ticket cost and those identified in Table 6-26 when not included as part of the ticket cost.

<b>Table 6-26. Reimbursable Expenses for FVT</b>	
<b>Reimbursable Transportation-Related Expenses when not Included as Part of the Ticket Cost</b>	<b>Allowances and Reimbursements not Authorized</b>
<ul style="list-style-type: none"> <li>● Travel Management Company fees.</li> <li>● Charges for the first checked bag up to the carrier's standard checked baggage allowance.</li> <li>● Arrival or departure taxes or fees.</li> <li>● Currency conversion fees for allowable transportation costs.</li> <li>● Ground transportation between interim airports.</li> </ul>	<ul style="list-style-type: none"> <li>● Per diem or meal tickets.</li> <li>● Excess accompanied baggage.</li> <li>● Unaccompanied baggage.</li> <li>● Ground transportation from the permanent duty station (PDS), home, or destination to the airport and return.</li> <li>● Terminal parking fees.</li> </ul>

### 3. FVT is to a CONUS or non-foreign location OCONUS

- a. No more than two round trips to the CONUS or non-foreign location OCONUS may be authorized during a single year.
- b. For FVT purposes, a year starts on the evacuation date of the civilian employee's family or the date of return to the PDS OCONUS from RAT.
- c. The total cost of visitation travel during a 1-year period may not exceed the cost of two economy or coach class round trips to the family's residence.
- d. One FVT may be permitted for each full six-month period of service at an evacuated PDS OCONUS.
- e. A civilian employee's absence from the PDS for FVT is limited to a total of 48 calendar days in 1 year, including travel time, but excluding days on duty or in an official travel status. An FVT visit should not exceed 24 calendar days, including travel time.
- f. A civilian employee is expected to spend a minimum of 7 days per visit in the CONUS or non-foreign location OCONUS.

### 4. FVT is to a Foreign Location

- a. More than two visits to family members who are at a foreign location may be allowed during a 1-year period provided that:
  - (1) The trips' cost does not exceed the cost of two economy or coach-class round trips to the civilian employee's actual residence.
  - (2) The cost of each economy or coach-class round trip does not exceed the policy-constructed cost of a round trip to the civilian employee's actual residence. The policy-constructed cost is calculated at the time the first trip is taken and applied to subsequent trips.

b. A civilian employee's absence from the PDS may not exceed:

(1) A total of 48 calendar days in 1 year. This includes travel time, but does not include days on duty or in an official travel status.

(2) Forty-eight calendar days divided by the fractional part of 1 year to ensure the number of days FVT is taken does not exceed the portion of the calendar year during which the benefit has accumulated.

C. Funding. The civilian employee's command funds the FVT and reimburses the authorized expenses. The civilian employee is financially liable for any expenditure not authorized or approved. Directions on how and when to charge leave related to FVT are in [DoDI 1400.25, Vol 630](#) (DoD Civilian Personnel Management System: Leave) and [DoDI 1400.25, Vol 1260](#) (DoD Civilian Personnel Management System: Home Leave), both dated March 19, 2015 and incorporating Change 2, effective May 8, 2015.

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- 080302. Service Member in Confinement
- 080303. Service Member Requires Prolonged Hospitalization
- 080304. Service Member Whose PDS is Evacuated

**0804 Reserve Component (RC) Member**

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- 080401. RC Member Called or Ordered to Active Duty

## CHAPTER 8: COST OF LIVING ALLOWANCE (COLA) IN THE CONTINENTAL UNITED STATES (CONUS) ([37 USC §403b](#))

### 0801 COLA FOR SERVICE MEMBERS ASSIGNED TO HIGH-COST AREAS IN THE CONUS ([CONUS COLA](#))

This chapter identifies the eligibility requirements for a Service member to receive a cost of living allowance (COLA) for an assignment in the continental United States (CONUS) ([37 USC §403b](#)). It specifies the rates payable and the effect that a dependent has upon those rates.

#### 080101. Definitions Specific to [CONUS COLA](#)

A. Base Period. The 1-year period beginning 1 July and ending the following 30 June, during which time data is gathered to provide the basis for designating a location a high-cost area.

B. Threshold Percentage. The threshold percentage is the limit for determining whether a location is a high-cost area. The Secretary of Defense, in consultation with the other Administering Secretaries, establishes the amount, which by law may not be less than 8%. It must be adjusted when necessary to ensure the total amount of [CONUS COLA](#) payments does not exceed the amount available to the Department of Defense for paying [CONUS COLA](#) that fiscal year.

C. High-Cost Area. A high-cost area is a location where a Service member's cost of living is at least 8% higher than the average cost of living in the CONUS. The data gathered during the base period is used to determine the cost of living at that location for the following fiscal year. When a location exceeds the threshold percentage, the [CONUS COLA](#) for that area begins on the first day of the new calendar year immediately following the base period.

D. Service Member with a Dependent. A Service member is with a dependent if he or she is authorized the basic allowance for housing (BAH) or would be authorized BAH at the with-dependent rate if Government quarters were not occupied. This does not include a Service member authorized BAH at the with-dependent rate solely based on paying child support. A spouse who is also a Service member on active duty may not be a dependent for [CONUS COLA](#) purposes. See Chapter 10 for BAH.

E. Service Member without a Dependent. A Service member is considered without a dependent if any of the following conditions are met:

1. The Service member is authorized BAH at the without dependent rate.
2. The Service member would be authorized the without dependent BAH rate if Government quarters were not occupied.
3. The Service member is authorized the with-dependent BAH rate solely based on paying child support.

F. Primary Dependent. A primary dependent is either the Service member’s spouse or, for an unmarried Service member, a dependent as defined in Appendix A, excluding the following:

1. A dependent transported outside the CONUS (OCONUS) at Government expense who then returns at Government expense after he or she no longer qualifies as a dependent.
2. A Service member’s or spouse’s parent, stepparent, parent by adoption, or any other person (including a former stepparent) authorized as a dependent.
3. A Service member’s former spouse, former dependents, or former dependent children authorized return transportation to the CONUS.

G. Unaccompanied Status. A Service member is considered to be in an unaccompanied status during any portion of an assignment to a permanent duty station (PDS) OCONUS while a dependent resides in, or returns to, a location in the CONUS to establish a permanent residence.

H. PDS for Service Member Assigned to Ship or Afloat Staff. The home port of the ship or afloat staff to which a Service member is assigned is his or her PDS for CONUS COLA purposes.

**080102. CONUS COLA Eligibility**

<b>Table 8-1. <u>CONUS COLA</u> Eligibility</b>	
<b><u>CONUS COLA</u> Eligible</b>	<b><u>CONUS COLA</u> Ineligible</b>
<ul style="list-style-type: none"> <li>● A Service member is assigned to a high-cost area in the CONUS.</li> <li>● A Service member is in an unaccompanied status OCONUS, if the Service member’s primary dependent resides in a high-cost area in the CONUS.</li> <li>● A new Service member is ordered to active duty to a high-cost area through accession.</li> <li>● A Service member is married to another Service member. Each is authorized <u>CONUS COLA</u>. This authority exists whether the married Service members maintain a joint residence or separate residences.</li> <li>● A Service member is assigned to duty in the CONUS and the primary dependent does not reside at the PDS in the CONUS and it is determined through the Secretarial Process that both of the following conditions apply:                         <ul style="list-style-type: none"> <li>● The Service member’s primary dependent resides in a high-cost area in the CONUS because of the Service member’s PDS or other circumstances.</li> <li>● It would be inequitable for the allowance to be determined on the basis of the Service member’s PDS.</li> <li>● A Reserve Component (RC) member is authorized <u>CONUS COLA</u> only when the call to active duty is for a period of 140 or more days or is in support of a contingency operation.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● During the travel days a Service member is authorized for a permanent change of station (PCS) between the old PDS and new PDS. If the Service member is receiving <u>CONUS COLA</u> before the PCS, then the <u>CONUS COLA</u> payments stop on the first travel day.</li> <li>● During the travel days a Service member (including an RC member) is authorized for a PCS (see par. 050205) from the place last entered (or called to) active duty (PLEAD) to the first PDS. If the Service member is receiving <u>CONUS COLA</u> before the PCS, then the <u>CONUS COLA</u> payments stop on the day before the first travel day.                         <ul style="list-style-type: none"> <li>● For an RC member on active duty under an order for 139 or fewer days, unless the duty is in support of a contingency operation (see Section 0804.</li> <li>● For more than one location at a time.</li> </ul> </li> </ul>

**080103. CONUS COLA Rates Payable**

A. Rates Based upon Location. CONUS COLA rates are based on the Service member's PDS, his or her home port, a designated place, or the primary dependent's location when authorized or approved through the Secretarial Process or authorized in this Chapter. The CONUS COLA rate paid to the Service member does not change when the Service member is on leave.

1. CONUS COLA based on the PDS begins on the day the Service member reports to the new PDS and ends the day before reporting to the next PDS. The CONUS COLA rate applicable to the primary dependent's permanent residence starts on either the date the primary dependent arrives at the new residence or the date the Service member reports to the new PDS in connection with the transfer, whichever is later. When a Service member is departing from a PDS OCONUS and the new PDS is in the CONUS, then the Service member is authorized CONUS COLA for the new PDS starting on his or her reporting date at the new PDS.

a. The CONUS COLA rate payable based on the primary dependent's old permanent residence or the Service member's old PDS continues through the day before the Service member reports to the new PDS or the rate for the new permanent residence begins. CONUS COLA at the old rate ends the day before the rate based on the new permanent residence begins.

b. When a Service member is stationed OCONUS, but the primary dependent is in the CONUS, see par. 080207 for exceptions. That is true but par. 8016 applies only to Secretarial waivers and par. 080103 does not. This sentence may not be a stand-alone sentence. I added it below as subpar. 2a since par. 2 addresses Secretarial Process. I also added the current par. 8016-D5 & 6 as 2b & c.

2. The Service member may be authorized through the Secretarial Process CONUS COLA at the rate for the dependent's location instead of the rate for the new PDS when it is necessary for the Service member and dependent to maintain separate residences.

a. If the primary dependent does not relocate, CONUS COLA would continue to be based on the rate payable for the primary dependent's permanent residence or the Service member's old PDS.

b. When the primary dependent's permanent residence is at a location different than the old PDS, and the member was paid based on the rate for the old PDS, the rate payable for the primary dependent's residence begins on the service member's reporting day to the new PDS.

3. If two married Service members maintain a joint residence with a dependent, CONUS COLA is paid to one spouse at the with-dependent rate and to the other spouse at the without dependent rate.

4. When a Service member is on a PCS to a new PDS in the CONUS and has a TDY en route, CONUS COLA at the new PDS rate begins the day after per diem stops provided both of the following occur:

- a. The TDY is near but not at the PDS.
- b. The Service member commutes to the TDY location from what will become the permanent quarters after reporting to the new PDS.

B. Service Member Assigned to a Ship or Afloat Staff Home Port. Regardless of BAH eligibility, a Service member assigned to a ship or afloat staff is eligible for CONUS COLA unless the Service member is already drawing CONUS COLA for a dependent at another location.

1. The [CONUS COLA](#) rate is based on the home port of the Service member's assigned ship or afloat staff.

2. For [CONUS COLA](#) related to a home port change:

a. The [CONUS COLA](#) rate for the old home port stops on the day before the effective date of the home port change, and the rate for the new home port begins on the effective date of the home port change.

b. A Service member without a dependent who ordinarily resides onboard the ship is authorized the [CONUS COLA](#) rate for the old home port until the day he or she moves back aboard the ship, under all of the following conditions:

(1) Quarters on board the ship are not available, such as when a ship is in dry-dock.

(2) The ship or afloat staff is delayed at the old home port after the effective date of the home port change.

C. Accessions. A new Service member is authorized [CONUS COLA](#) at the rate based upon whether he or she has a dependent.

1. The without dependent rate is based on the duty location. The rate changes on the Service member's arrival day at each duty location until the Service member arrives at the first PDS.

2. A Service member may elect the with-dependent rate for either the duty location or the primary dependent's location. If the Service member selects the primary dependent's location, the rate is based on the primary dependent's location until the day before the Service member's arrival day at the first PDS.

D. Service Member Processing for Separation or Retirement. [CONUS COLA](#) is paid during separation or retirement processing based on one of the following:

1. The last PDS rate.

2. The primary dependent's location immediately before separation processing, if previously authorized that rate instead of the PDS rate.

3. The separation or retirement processing station in the CONUS for a Service member who separates in the CONUS from a PDS OCONUS.

### **080104. Secretarial Waiver When the Primary Dependent Does not Reside at the PDS in the CONUS**

Ordinarily, [CONUS COLA](#) is paid based on the Service member's PDS or a ship or afloat unit's home port. However, the Service may determine through the Secretarial Process that a Service member's assignment to a PDS or the circumstances of that assignment requires the dependent to reside separately and authorize or approve [CONUS COLA](#) payment based on the dependent's location. If the Secretarial Process determines that it is necessary for the primary dependent to maintain a permanent residence in the CONUS at a location other than the Service member's PDS, the Service member may be authorized

[CONUS COLA](#) at the rate for the primary dependent's permanent residence instead of for the Service member's PDS.

### **080105. Concurrent Payment of OCONUS COLA and [CONUS COLA](#)**

A Service member assigned to a PDS OCONUS may be paid OCONUS COLA at the without dependent rate and a [CONUS COLA](#) at the with-dependent rate applicable for the high-cost area in the CONUS where the primary dependent resides only if no command-sponsored dependent is residing OCONUS with the Service member.

A. Service Member Departs. If, after a Service member departs, the Service member is authorized an extension of OCONUS COLA for a dependent residing OCONUS through the Secretarial Process, the Service member may be paid OCONUS COLA at the with-dependent rate, and [CONUS COLA](#) at the without dependent rate based on the new PDS. The specified COLA continues through the date the OCONUS COLA extension ends.

B. Dependent Leaves Residence OCONUS. Beginning the day the dependent permanently leaves the residence OCONUS, the Service member may be paid [CONUS COLA](#) at the with-dependent rate for the PDS in the CONUS.

## **0802 [CONUS COLA](#) and Dependent Circumstances**

### **080201. Service Member Paying Child Support**

A Service member is authorized [CONUS COLA](#) at the without dependent rate when he or she is authorized BAH at the with-dependent rate or BAH Differential (see Chapter 10) based solely on child-support payment.

### **080202. Effect of Physical Custody of a Child on [CONUS COLA](#)**

Ordinarily, a divorced or legally separated Service member who is not identified as the full-time legal custodial parent of a child in the divorce decree or legal separation agreement is not authorized [CONUS COLA](#) at the with-dependent rate.

A. Service Member has Physical Custody but not Legal Custody. A Service 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 both of the following conditions are met:

1. The Service member is authorized BAH.
2. Physical custody is for a minimum of 90 consecutive days. A break of 5 or fewer days is not considered an interruption of the 90-day period, even if there are multiple breaks of 5 or fewer days.

B. Two Service Members Divorce or Separate. When the divorce or separation is between two Service members, it is possible for both Service members to be authorized [CONUS COLA](#) at the with-dependent rate if each Service member has physical custody of one or more children at the same time.

C. Service Member Paying Child Support has Physical Custody. If a Service member paying child support has physical custody of a child for 91 or more consecutive days, excluding any breaks for 5 or fewer days, the Service member does not receive BAH at the with-dependent rate solely because of child

support payments.

### 080203. Service Member Acquires a Dependent

A. General Rules. When a Service member acquires a primary dependent, [CONUS COLA](#) is paid based on the PDS if the Service member is assigned to a PDS in the CONUS and when he or she meets the conditions in Table 8-2.

<b>Table 8-2. Service Member Acquires a Dependent Who is in the CONUS</b>	
<b>Location of Service Member's PDS</b>	<b>Basis for <a href="#">CONUS COLA</a></b>
in the CONUS	If the dependent is located at or near the PDS, change <a href="#">CONUS COLA</a> to the with-dependent rate based on the PDS as of the date the Service member gained the dependent. If the dependent is not located at or near the PDS, change <a href="#">CONUS COLA</a> to the with-dependent rate based on the Service member's PDS as of the date the Service member gained the dependent or, if the Service member requested and received a Secretarial waiver, based on the dependent's location as of that date (see par. 080104).
OCONUS	The dependent's location if the dependent does not reside at or near the PDS OCONUS. Start <a href="#">CONUS COLA</a> at the with-dependent rate based on the dependent's location as of the date he or she became a dependent.

B. Dependent Visits or Moves to the PDS. A dependent may visit the Service member for 90 or fewer days at the PDS without changes to the [CONUS COLA](#). When the visit exceeds 90 days, the [CONUS COLA](#) rate changes to the rate for the Service member's PDS location on the 91st day. If the dependent leaves the PDS area after the [CONUS COLA](#) changes, the [CONUS COLA](#) previously authorized for the dependent's location is reinstated as of the departure date.

### 080204. Advance and Delayed Dependent Travel to a PDS OCONUS

When a PCS order is issued, the Service member's family may perform PCS travel at a different time than the Service member. See par. 080104 when a dependent is required to reside away from the Service member's PDS.

#### A. [CONUS COLA](#) Based on a Dependent's Location or Old PDS

1. Unless otherwise authorized or approved, a Service member's [CONUS COLA](#) is based on the PDS.

2. If authorized or approved through the Secretarial Process, a Service member may be authorized [CONUS COLA](#) based on the dependent's permanent residence or the old PDS.

B. Applicable Rates. If a dependent relocates, the rate for the dependent's location starts on the date the primary dependent arrives at the new residence. 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 or approved location.

<b>Table 8-3. Dependent Performs PCS Travel before the Service Member</b>		
<b>If...</b>	<b>And the COLA for the dependent's location...</b>	<b>Then...</b>
the old PDS was in the CONUS and the new PDS is in the CONUS,	was authorized or approved through the Secretarial Process,	stop <a href="#">CONUS COLA</a> based on the old PDS the day before the primary dependent arrives. Start <a href="#">CONUS COLA</a> based on the primary dependent's location on the arrival date or the date specified by the authorizing or approving document, whichever is later.
	was not authorized or approved through the Secretarial Process,	continue <a href="#">CONUS COLA</a> based on the current PDS until the Service member arrives at the new PDS.* Start <a href="#">CONUS COLA</a> based on the new PDS the day the Service member arrives at the new PDS.
the old PDS was in the CONUS and the new PDS is OCONUS	was authorized or approved through the Secretarial Process,	continue <a href="#">CONUS COLA</a> based on the current PDS until the Service member arrives at new PDS.* Start OCONUS COLA based on the dependent's location on the arrival date, or the date specified by the authorizing or approving document, whichever is later.
	was not authorized or approved through the Secretarial Process,	continue <a href="#">CONUS COLA</a> based on the current PDS until the Service member arrives at new PDS.*
the old PDS was OCONUS and the new PDS is in the CONUS	was authorized or approved through the Secretarial Process,	start <a href="#">CONUS COLA</a> based on the primary dependent's location on the arrival date, or the date specified by the authorizing or approving document, whichever is later.
	was not authorized or approved through the Secretarial Process,	start <a href="#">CONUS COLA</a> based on the new PDS the day the Service member arrives at the new PDS.*
*COLA is not payable on authorized days of travel.		

<b>Table 8-4. Dependent Travels after a Service Member</b>		
<b>If...</b>	<b>And the <a href="#">CONUS COLA</a> for the dependent's location...</b>	<b>Then...</b>
the old PDS was in the CONUS and the new PDS is in the CONUS	was authorized or approved through the Secretarial Process,	continue the <a href="#">CONUS COLA</a> based on the old PDS or the primary dependent's location, whichever has a higher rate.* Start <a href="#">CONUS COLA</a> based on the new PDS as of the date the primary dependent's departs provided the Service member has arrived at the new PDS.
	was not authorized or approved through the Secretarial Process,	continue <a href="#">CONUS COLA</a> based on the current PDS until the Service member arrives at the new PDS.* Start <a href="#">CONUS COLA</a> based on the new PDS the day the Service member arrives at the new PDS.
the old PDS was in the CONUS and the new PDS is OCONUS	was authorized or approved through the Secretarial Process,	continue the <a href="#">CONUS COLA</a> based on the old PDS or the primary dependent's location, whichever has a higher rate.* Stop <a href="#">CONUS COLA</a> on the day before the primary dependent departs.
	was not authorized or	continue the <a href="#">CONUS COLA</a> based on the current

<b>Table 8-4. Dependent Travels after a Service Member</b>		
<b>If...</b>	<b>And the <a href="#">CONUS COLA</a> for the dependent's location...</b>	<b>Then...</b>
	approved through the Secretarial Process,	PDS until the Service member arrives at the new PDS.*
*COLA is not payable on authorized days of travel.		

**080205. Government Defers Dependent Travel**

A. Government Defers Dependent Travel to a PDS OCONUS. Table 8-5 specifies the decision process for [CONUS COLA](#) when the Government defers a dependent's travel to a PDS OCONUS, pending housing availability at the PDS.

<b>Table 8-5. Government Defers Dependent's Authorized Travel to a PDS OCONUS</b>		
<b>If the expected travel delay is...</b>	<b>And...</b>	<b>Then...</b>
at least 61 days but less than 20 weeks and the dependent did not relocate at Government expense,	the dependent arrives within 60 days of being given permission to travel to the PDS OCONUS,	continue <a href="#">CONUS COLA</a> based on the old PDS upon the Service member's departure.* start <a href="#">CONUS COLA</a> for the authorized dependent's location upon the Service member's arrival date. Stop <a href="#">CONUS COLA</a> on the day before the primary dependent arrives at the new PDS.
	the dependent does not arrive within 60 days of being given permission to travel to the PDS OCONUS,	continue <a href="#">CONUS COLA</a> based on the old PDS upon the Service member's departure.* start <a href="#">CONUS COLA</a> for the authorized dependent's location upon the Service member's arrival date. Stop <a href="#">CONUS COLA</a> on the 60th day.
20 or more weeks and the dependent did not relocate at Government expense,	the dependent arrives within 60 days of being given permission to travel to the PDS OCONUS,	continue <a href="#">CONUS COLA</a> based on the old PDS upon the Service member's departure.* start <a href="#">CONUS COLA</a> for the authorized dependent's location upon the Service member's arrival date. Stop <a href="#">CONUS COLA</a> on the day before the primary dependent arrives at the new PDS.
	the dependent does not arrive within 60 days of being given permission to travel to the PDS OCONUS,	continue <a href="#">CONUS COLA</a> based on the old PDS upon the Service member's departure.* start <a href="#">CONUS COLA</a> for the authorized dependent's location upon the Service member's arrival date. Stop <a href="#">CONUS COLA</a> on the 60th day.
20 or more weeks and the dependent relocates at Government expense,	the dependent arrives within 60 days of being given permission to travel to the PDS OCONUS,	change the <a href="#">CONUS COLA</a> rate on the date the primary dependent arrives at the designated location from the rate based on the old PDS to the rate based on the designated location.* Stop <a href="#">CONUS COLA</a> on the day before the primary dependent arrives at the new PDS.

**Table 8-5. Government Defers Dependent’s Authorized Travel to a PDS OCONUS**

If the expected travel delay is...	And...	Then...
	the dependent does not arrive within 60 days of being given permission to travel to the PDS OCONUS,	change the <a href="#">CONUS COLA</a> rate on the date the primary dependent arrives at the designated location from the rate based on the old PDS to the rate based on the designated location.* Stop <a href="#">CONUS COLA</a> on the 60th day.

\*COLA is not payable on authorized days of travel.

B. Government Defers Dependent Travel to a PDS in the CONUS. [CONUS COLA](#) payment based on the primary dependent’s location or old PDS continues for up to 60 days after dependent travel is authorized. If the dependent has not arrived at the Service member’s PDS by the end of 60 days, and an extension to, or a waiver of, the 60-day limit has not been granted through the Secretarial Process, [CONUS COLA](#) based on the dependent’s location changes to [CONUS COLA](#) based on the PDS location.

1. If a dependent is not relocated at Government expense, then Table 8-6 specifies the decision process for [CONUS COLA](#) when the Government delays the dependent’s travel to a PDS in the CONUS and the expected travel delay is 139 or fewer days (20 weeks).

**Table 8-6. Government Defers Dependent’s Travel to a PDS in the CONUS when the Old PDS Is in the United States and the Expected Travel Delay Is 139 or Fewer Days (20 Weeks)**

If the dependent...	And...	Then...
arrives within 60 days of travel authority,	the <a href="#">CONUS COLA</a> for the dependent’s location was authorized or approved through the Secretarial Process,	upon the Service member’s departure, continue <a href="#">CONUS COLA</a> based on the old PDS.* Upon the Service member’s arrival date, start <a href="#">CONUS COLA</a> for the authorized dependent’s location through the day before the primary dependent arrives at the new PDS. Beginning on the primary dependent’s arrival date at the PDS, start <a href="#">CONUS COLA</a> based on the new PDS.
does not arrive within 60 days of travel authority,		upon the Service member’s departure, continue <a href="#">CONUS COLA</a> based on the old PDS.* Upon the Service member’s arrival date, start <a href="#">CONUS COLA</a> for the authorized dependent’s location for up to 60 days. Beginning on the 61st day, base <a href="#">CONUS COLA</a> on the new PDS.
does not travel	the <a href="#">CONUS COLA</a> for the dependent’s location was not authorized or approved through the Secretarial Process,	upon the Service member’s departure, continue <a href="#">CONUS COLA</a> based on the old PDS and beginning on the arrival date, start <a href="#">CONUS COLA</a> based on the new PDS.*

\*COLA is not payable on authorized days of travel.

2. Table 8-7 specifies the decision process for [CONUS COLA](#) when the Government delays a dependent’s travel to a PDS in the CONUS and the expected travel delay is 140 or more days (20 weeks).

<b>Table 8-7. Government Defers Dependent's Travel to a PDS in the CONUS when the Old PDS is outside the United States or the Old PDS is in the United States and the Expected Travel Delay is 140 or More Days (20 Weeks)</b>		
<b>If the dependent...</b>	<b>And...</b>	<b>Then...</b>
arrives within 60 days of travel authority and he or she is relocated at Government expense,	the <a href="#">CONUS COLA</a> for the dependent's location was authorized or approved through the Secretarial Process,	change the <a href="#">CONUS COLA</a> basis on the date the primary dependent arrives at the designated location and continue it through the day before the primary dependent arrives at the PDS.* Beginning on the primary dependent's arrival date at the PDS, change the basis for <a href="#">CONUS COLA</a> to the PDS.
arrives within 60 days of travel authority and he or she is not relocated at Government expense,		continue <a href="#">CONUS COLA</a> through the day before the primary dependent arrives at the new PDS and base it on the old PDS as of the Service member's departure.* Beginning on the primary dependent's arrival date at the PDS, change the basis for <a href="#">CONUS COLA</a> to the new PDS.
does not arrive within 60 days of travel authority and he or she is relocated at Government expense,		change the <a href="#">CONUS COLA</a> basis on the date the primary dependent arrives at the designated location from the old PDS to the designated location through the 60th day after travel is authorized to begin.* Beginning on the 61st day after travel is authorized to begin, change the basis for <a href="#">CONUS COLA</a> from the dependent's location to the new PDS.
does not arrive within 60 days of travel authority and he or she is not relocated at Government expense,		continue <a href="#">CONUS COLA</a> through the 60th day after travel is authorized to begin based on the old PDS. Beginning on the 61st day after travel is authorized to begin, change the basis for <a href="#">CONUS COLA</a> from the old PDS to the new PDS.
does not travel		start <a href="#">CONUS COLA</a> based on the new PDS as of the Service member's arrival date.

\* COLA is not payable on authorized days of travel.

### **080206. Early Return of Dependents**

A. Early Return at Government Expense. When all of a Service member's dependents are returned from a PDS OCONUS at Government expense for circumstances other than for a PCS (regardless of the reason for the return) the Service member is authorized [CONUS COLA](#) based on the primary dependent's permanent residence starting on the arrival day at that location.

B. Early Return at Personal Expense. When all of a Service member's dependents are returned early from a PDS OCONUS at personal expense, the Service member is not authorized [CONUS COLA](#).

### 080207. Service Member Serving in an Unaccompanied Status OCONUS

If a Service member serving in an unaccompanied status OCONUS has dependents in multiple locations, [CONUS COLA](#) authority is based on the primary dependent's residence.

A. **Eligibility.** When the primary dependent establishes a residence or resides in the CONUS due to a Service member's transfer to, or while assigned at, an unaccompanied PDS OCONUS, [CONUS COLA](#) is authorized in any of the following situations:

1. The primary dependent relocates in the CONUS from a PDS in the CONUS.
2. The primary dependent resides in the CONUS and the Service member is required to perform TDY incident to a transfer to an unaccompanied PDS in the CONUS.
3. The primary dependent establishes a residence in the CONUS due to the Service member's transfer from an accompanied status at a PDS OCONUS to an unaccompanied status.

B. **Allowances.** Table 8-8 specifies [CONUS COLA](#) for a Service member with a dependent assigned to an unaccompanied tour at a PDS OCONUS.

<b>Table 8-8. Service Member (with a Dependent) Assigned to an Unaccompanied Tour at a PDS OCONUS</b>		
<b>If the Service member's dependent...</b>	<b>And...</b>	<b>Then...</b>
retains a permanent residence in the CONUS	the primary dependent remains at the old PDS,	continue to pay <a href="#">CONUS COLA</a> , based on the old PDS.
	the primary dependent is at a location in the CONUS other than the old PDS and the Service member is receiving <a href="#">CONUS COLA</a> based on a Secretarial waiver,	continue the <a href="#">CONUS COLA</a> previously paid.
	the primary dependent is at a location in the CONUS other than either the old PDS or location for which the Service member had a Secretarial waiver,	continue to pay <a href="#">CONUS COLA</a> , based on the old PDS and start <a href="#">CONUS COLA</a> the day the Service member arrives at the new PDS based on the primary dependent's location.
relocates the permanent residence from the CONUS to another location in the CONUS at Government expense	the primary dependent either travels with or in advance of the Service member,	stop the old <a href="#">CONUS COLA</a> rate the day before the dependent's arrival day. Start <a href="#">CONUS COLA</a> the day the primary dependent arrives at the new residence location based on the dependent's location. *
	a dependent travels after the Service member,	continue <a href="#">CONUS COLA</a> based on the Service member's old PDS through the day before the primary dependent's arrival at

Table 8-8. Service Member (with a Dependent) Assigned to an Unaccompanied Tour at a PDS OCONUS		
If the Service member's dependent...	And...	Then...
		the new residence location. Start <a href="#">CONUS COLA</a> on the arrival day based on the dependent's location.*
relocates the permanent residence from OCONUS to the CONUS at Government expense	a dependent travels in advance of, with, or after the Service member,	start <a href="#">CONUS COLA</a> based on the dependent's location the day the primary dependent arrives at the new residence.*
relocates permanent residence from the CONUS to a location OCONUS at Government expense	a dependent travels in advance of the Service member or with the Service member,	continue <a href="#">CONUS COLA</a> based on the old PDS through the day before the Service member's arrival at the new PDS.
	a dependent travels after the Service member,	continue <a href="#">CONUS COLA</a> based on the old PDS through the day before the primary dependent's arrival.*
relocates the residence at personal expense	<a href="#">CONUS COLA</a> is authorized through the Secretarial Process,	continue <a href="#">CONUS COLA</a> based on the above rules in this table.*
	<a href="#">CONUS COLA</a> based on the new location is not authorized through the Secretarial Process,	continue <a href="#">CONUS COLA</a> based on the above rules in this table through the day before the primary dependent's arrival.*
is not OCONUS	the Service member is assigned to an unaccompanied assignment OCONUS or unusually arduous sea duty,	pay <a href="#">CONUS COLA</a> based on the old PDS rate if the dependent does not relocate. pay <a href="#">CONUS COLA</a> based on the dependent's location if the dependent does relocate.
continues to reside at same location	the Service member is required to perform a TDY, inside or outside the CONUS, due to a transfer to another unaccompanied tour,	continue <a href="#">CONUS COLA</a> based on the primary dependent's permanent residence.
	the Service member is required to perform a TDY due to a transfer in the United States,	continue <a href="#">CONUS COLA</a> based on the primary dependent's permanent residence through the day before the day the Service member reports to the new PDS. Start <a href="#">CONUS COLA</a> at the rate for the new PDS on the day the Service member reports at that PDS.
*COLA is not payable on authorized days of travel.		

## 0803 CONUS COLA and Unusual Circumstances

### 080301. Service Member in a Missing Status

A. Service Member without a Dependent. A Service member without a dependent whose PDS is in the CONUS and is in a missing status receives CONUS COLA based on the PDS location.

B. Service Member with a Dependent. A Service member with a dependent continues to receive CONUS COLA at the rate paid when they were placed in a missing status. Pay CONUS COLA based on the dependent's location when a dependent relocates.

### 080302. Service Member in Confinement

If a Service member in confinement is authorized allowances, he or she receives the same CONUS COLA rate paid immediately before confinement. If a Service member with a dependent is transferred to a confinement facility, then the CONUS COLA is based on the dependent's location.

### 080303. Service Member Requires Prolonged Hospitalization

The hospital where a Service member is transferred becomes his or her PDS for CONUS COLA purposes when he or she requires prolonged hospitalization and is issued an appropriate order. This applies when a Service member is transferred from any PDS to a hospital in the CONUS for observation and treatment.

### 080304. Service Member Whose PDS is Evacuated

#### A. Service Member with a Dependent

##### 1. CONUS COLA Continuation at the Service Member's PDS

a. A Service member who is authorized CONUS COLA at the with-dependent rate based on his or her PDS, and whose dependent is evacuated, continues to receive CONUS COLA on the effective date of the evacuation unless the Service member's PDS changes.

b. When a determination is made through the Secretarial Process that it is necessary for a dependent to maintain a permanent residence in an area other than where the PDS is located, CONUS COLA at the with-dependent rate is based on the designated place for the primary dependent. The CONUS COLA starts the day after per diem at the designated place ends.

2. CONUS COLA at a Designated Place. When a Service member's command-sponsored dependent resides at a designated place in the CONUS due to an evacuation from a location OCONUS, the Service member is authorized CONUS COLA at the with-dependent rate starting the day after per diem at the designated place ends. The rate is based on the designated place for the primary dependent.

B. Service Member without a Dependent. A Service member without a dependent who was authorized CONUS COLA at the PDS on the date an evacuation is ordered is authorized CONUS COLA through the day before the Service member reports at the new PDS.

## 0804 Reserve Component (RC) Member

### 080401. RC Member Called or Ordered to Active Duty

A. Called or Ordered to Active Duty. Table 8-9 specifies [CONUS COLA](#) for an RC member called or ordered to active duty for a period of 140 or more days or in support of a contingency operation. A DoD or U.S. Coast Guard retired Service member called or ordered to active duty is authorized the same [CONUS COLA](#) as an RC member.

Table 8-9. RC Member <a href="#">CONUS COLA</a> Determination		
If an RC member is...	And...	Then...
called or ordered to active duty for 140 or more days	PCS HHG transportation is authorized,	start <a href="#">CONUS COLA</a> on the first active-duty day based on the primary residence at the time called or ordered to active duty through the day before arrival at the PDS. Starting the day the Service member reports to the PDS, change the basis for <a href="#">CONUS COLA</a> to the PDS location.
	PCS HHG transportation is not authorized,	start <a href="#">CONUS COLA</a> on the first active-duty day based on the primary residence at the time called or ordered to active duty.
called or ordered to active duty for 139 or fewer days for a contingency operation	PCS HHG transportation is not authorized,	start <a href="#">CONUS COLA</a> on the first active-duty day of an assignment that supports a contingency operation and base it on the primary residence at the time called or ordered to active duty. There is no authority to pay <a href="#">CONUS COLA</a> when the assignment is not in support of a contingency operation.

B. Modified or Amended Order. If an RC member receives an order modification or amendment that extends the original assignment, the modification or amendment determines the [CONUS COLA](#).

Table 8-10. RC Member's Order is Modified or Amended		
If an RC member's order is modified or amended...	And...	Then...
and the days remaining on the existing order plus the number of days added by the extension total 140 or more days	PCS HHG transportation is not authorized,	<a href="#">CONUS COLA</a> based on the primary residence continues or would start on the modification or amendment date.
	PCS HHG transportation is authorized,	<a href="#">CONUS COLA</a> based on the primary residence, if currently authorized, would stop the day before the modification or amendment in <a href="#">CONUS COLA</a> based on the PDS rate would begin on the modification or amendment date or <a href="#">CONUS COLA</a> based on the PDS would continue.

**APPENDIX K: OVERSEAS HOUSING ALLOWANCE (OHA)****SERVICE 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 Service 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 Service member's reported rental amount, up to the locality OHA rental allowance, plus
- b. The appropriate utility amount based on the Service 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 Service 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 Service 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 Service members.

1. With Dependent. When computing allowable rent for a Service member with dependent, the amount is the lesser of the Service member's reported rent under par. 10022 and the maximum allowable rent for the Service 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 Service member's actual rent. See this par. F, for calculation examples.

2. Without Dependent. When computing allowable rent for a Service member without dependent, the amount is the lesser of the Service member's reported rent under par. 10022 and 90% of the maximum allowable rent for the Service 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 Service 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 Service 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 Service member reported expenses. This allowance is determined using expenses Service 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 Service 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 Service 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 Service member." The Service 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 Service member's OHA.

1. Step 1. Determine the Service member's monthly rent from par. 10022.
2. Step 2. Using the appropriate locality table find the rental allowance for the Service member's specific locality code and grade. For a Service 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 Service 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 Service member with dependent (not a sharer) receives the full utility/recurring maintenance allowance. A Service 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 Service 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 Service member in grade O-3, with dependent is stationed at a locality at which the maximum rental allowance for the Service member's grade is \$425, the utility/recurring maintenance allowance is \$120 and the MIHA/Miscellaneous allowance is \$510. The Service 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 Service member's monthly rent is \$450, the locality climate code is 2 (moderate), and the Service member's utility point score is 5.

b. Computation

(1) Step 1. The Service member's monthly rent is \$450.

(2) Step 2. Determine the maximum rental allowance for the Service member from the [OHA locality table](http://www.defensetravel.dod.mil/site/oha.cfm) <http://www.defensetravel.dod.mil/site/oha.cfm>. For this example the rental allowance is \$425.

(3) Step 3. Determine the Service 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 Service 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 Service member receives the full utility/recurring maintenance allowance of \$120.

(4) Step 4. Find the Service member's MIHA/Miscellaneous allowance in the locality table. For this example the amount is \$510. Additionally, the Service member has a reimbursable rent related expense equal to one month's rent (\$450, see Step 1 above). The Service member provided the rental agent's bill for one month's rent to the local finance office. The Service member is directly reimbursed for this expense.

(5) Step 5. Compare the Service member's rent of \$450 (from Step 1) to Service member's maximum rental allowance of \$425 (from Step 2). In this example since the Service member's rent exceeds the rent allowance, use the \$425 as the Service member's maximum rental allowance.

(6) Step 6. Add the Service 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 Service member's monthly OHA is \$545. Additionally, the Service member receives a one-time payment of \$960 under MIHA (from Step 4).

2. Example 2

a. Situation. Three enlisted Service members (without dependent) share a house with an employee who receives a Living Quarters Allowance (LQA). The enlisted Service 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 Service members' utility point score is 8.

b. Computation

(1) Step 1. Determine each sharer's (Service member's) rent. IAW par. 10000-A there are four sharers, therefore each Service member's rent is \$450 ( $\$1,800 \div 4 = \$450$ ).

(2) Step 2. Determine the maximum rental allowance for each Service member from the appropriate locality table. For this example the maximum rental allowance for a Service member with dependent is \$750, \$665 and \$500 for grades E-7, E-5 and E-4 respectively. The locality table indicates that a Service 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 ( $\$750 \times .90 = \$675$ ); \$599 ( $\$665 \times .90 = \$599$ ); and \$450 ( $\$500 \times .90 = \$450$ ).

(3) Step 3. Determine the utility/recurring maintenance allowance from the locality table. For this

example, use \$160. Because the Service members' total utility point score is 8, each Service member is authorized the full utility/recurring maintenance allowance; however, since there are four sharers, each sharer's (Service member's) utility/recurring maintenance allowance portion is \$40 ( $\$160 \div 4 = \$40$ )

(4) Step 4. Each Service member in this example is authorized a one-time MIHA/Miscellaneous payment of \$360.

(5) Step 5. Compare each Service member's rent of \$450 (from Step 1) to each Service 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 Service member the rental amount used to compute OHA is \$450.

(6) Step 6. To each Service member's rental amount (from Step 5) add the utility/recurring maintenance allowance of \$40 (from Step 3). For each Service member, the total amount is \$490 ( $\$450 + \$40 = \$490$ ). Each Service member's monthly OHA is \$490. Additionally, each sharer (Service member) is authorized a one-time MIHA/Miscellaneous payment of \$360.

### 3. Example 3

a. Situation. A Service member in grade O-4 is married to a Service member in grade O-2; the Service member in grade O-4 claims their children as dependents. The monthly rent for the housing occupied by both Service 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 Service members assigned to the same locality); the locality climate code is 1 (cold); and the Service members' utility point score is 7. Additionally, each Service member is authorized a MIHA/Miscellaneous allowance.

#### b. Computation

(1) Step 1. Determine each Service member's monthly rent. IAW par. 10000-A each Service member is considered a sharer and each (sharer's) Service member's rent is \$550 ( $\$1,100 \div 2 = \$550$ ).

(2) Step 2. Determine the maximum rental allowance for each Service member from the appropriate locality table. For this example the maximum rental allowance is \$600 for the Service member in grade O-4, and \$450 for the Service member in grade O-2 - 90% of the with dependent allowance of \$500 ( $\$500 \times .90 = \$450$ ).

(3) Step 3. Determine the utility/recurring maintenance allowance from the locality table. For this example, use \$180. Because the Service members' total utility point score is 7, each Service member is authorized the full utility/recurring maintenance allowance; however, since there are two sharers, each sharer's (Service member's) portion of the utility/recurring maintenance allowance is \$90 ( $\$180 \div 2 = \$90$ ).

(4) Step 4. Compare each Service member's rent of \$550 (from Step 1) to each Service 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 Service member in grade O-4 and \$450 for the Service member in grade O-2.

(5) Step 5. Add the utility/recurring maintenance allowance (from Step 3) to each Service 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 Service member in grade O-4 is \$640 and for the Service member in grade O-2 is \$540.

### 4. Example 4

a. Situation. A Service 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 Service member is authorized a Family Separation Housing (FHS-O) Allowance under par. 10414. The amount of FSH-O is the same as a Service member without

dependent receives as OHA under the same conditions. The maximum rental allowance for the Service member's grade is \$725, the utility/recurring maintenance allowance is \$160; the MIHA/Miscellaneous allowance is \$625. Additionally, the Service 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 Service member is \$600. The locality climate code is 2 (moderate) and the Service member's utility point score is 2.

b. Computation

(1) Step 1. The Service member's rent is \$600.

(2) Step 2. Determine the maximum rental allowance for the Service member from the appropriate locality table. For this example the maximum rental allowance set for grade O-3 is \$725. An unaccompanied Service member without dependent may receive up to 90% of the with dependent amount for a maximum rental allowance of \$653 ( $\$725 \times .90 = \$653$ ).

(3) Step 3. Determine the Service member's utility/recurring maintenance allowance from the locality table. For this example the full allowance is \$160. Because the Service member is unaccompanied the authorized utility/recurring maintenance allowance is 75% of the full amount or \$120 ( $\$160 \times .75 = \$120$ ). The Service member's utility point score is 2; therefore, the Service member is authorized 25% of \$120, or \$30 ( $\$120 \times .25 = \$30$ ). The utility/recurring maintenance allowance remainder (\$90) is added to the Service member's rental allowance of \$653 (Step 2) for a derived rental allowance of \$743 ( $\$653 + \$90 = \$743$ ).

(4) Step 4. Determine the Service member's MIHA/Miscellaneous allowance from the appropriate locality table. Use \$625 for this example. Additionally, the Service 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 Service member is reimbursable under MIHA/Rent. The total amount Service 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 Service member's rent of \$600 (from Step 1) to Service 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 Service member.

(6) Step 6. Add the Service 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 Service member's monthly OHA allowance is \$630. Additionally, the Service 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 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 Service 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 Service members with dependents. The maximum rental allowance for a Service member without dependents is 90 percent of the with-dependent allowance. These rental allowances generally cover actual rental costs for 80 percent of Service members with dependents assigned to a specific area.
- b. Unless you (the Service 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 Service member or a Federal civilian employee authorized a Living Quarters Allowance (LQA),
  - (2) Another Service member authorized an OHA, or non-related Federal civilian employee authorized an LQA, and/or
  - (3) Any other person, excluding the Service 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 Service 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

Service 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 Service 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 Service 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.

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**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 Service members keeping their DD Forms 2367 current.

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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

Table I - Reportable MIHA Miscellaneous Expense Items	
12.	Screening
13.	Transformers and voltage regulators
14.	Commodities 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 Service members either PCS or change quarters.

#### L. OHA Unique Expenses

1. Purpose. In some OCONUS areas, a Service member and/or dependent incurs significant mandatory and excessive housing expenses for items that a CONUS based Service member never incurs. Since the expenses are not incurred by every Service 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 may be authorized as an OHA - Unique Expense eligible for reimbursement. PDTATAC does not accept requests from individual Service 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. 3 of this Part with no further PDTATAC action required. Each individual mandatory and excessive expense must be:

- a. Incurred by Service members receiving OHA at a duty station, and
- b. An item/expense that exceeds 1% of Spendable Income for the typical Service member, and
- c. An item/expense that is not purchased or paid by CONUS based Service members, and
- d. Required by law, and
- e. Specifically authorized by PDTATAC for reimbursement as listed in par. 3 below, and
- f. Verified by a valid receipt, and
- g. Paid on or after the effective date in par. 3 below. No expenses paid before the effective date can be reimbursed.

3. Authorized Locations. Locations authorized an OHA unique expense reimbursement (no other locations or expenses are authorized):

Location	Reimbursable Expenses	Effective
France	Mandatory Habitation Tax, excluding late payment fees	August 16, 2016
Denmark	Mandatory expenses associated with completely refurbishing quarters upon departure	October 10, 2017