JOINT TRAVEL REGULATIONS

UNIFORMED SERVICE MEMBERS AND DOD CIVILIAN EMPLOYEES

NOVEMBER 1, 2018

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/CAP 29-18(E) -- Clarify Rest Stops. Inserts language in par. 020202 that clarifies en route rest stops and reinforces that the entitlement to a rest period should also be based upon a standard of reasonableness.

MAP 075-18(E) -- Basic Allowance for Housing (BAH) and Overseas Housing Allowance (OHA) – Service Member married to another Service Member. Clarifies language in Section 1003 to provide clearer guidance concerning certain assignment situations and housing allowances when a Service member is married to another Service member. Deletes Tables 10-14, 15, and 16 as repetitious and possibly erroneous - a member paying child support assigned to the single-type Government quarters is authorized BAH-DIFF and not a BAH at the with-dependent rate even if a Service member is married to another Service member. Affects Section 1003 and pars. 100301 and 100303-A2.

MAP 081-18(I) -- Insert Hyperlink for Housing Flexibility Decision Support Tools. Inserts a hyperlink for the Housing Flexibility Decision Support Tools in par 100915-C.

CHAPTER 2: STANDARD TRAVEL AND TRANSPORTATION ALLOWANCES

0201 INTRODUCTION

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

020101. Transportation Allowance

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

A. Provide Government transportation.

B. Purchase commercial transportation on behalf of the traveler.

C. Reimburse the traveler for personally purchased transportation.

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

020102. Per Diem Allowance (See Current Per Diem Rates)

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

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

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

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

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

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

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

020103. Miscellaneous Reimbursable Expenses

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

0202 TRANSPORTATION

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

020201. Traveler Does not Use Authorized Transportation or TDY is Canceled

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

B. TDY Is Canceled. If a TDY order is canceled while the traveler is en route to the TDY location, then round-trip standard travel and transportation allowances are authorized between the PDS location or residence and the point at which the cancellation notification was received (includes a leave point) and the PDS. Allowances are limited to the cost of the round-trip travel distance between the PDS and the TDY location (see CBCA 2463-TRAV, November 11, 2011, and B-129607, November 21, 1956).

020202. Excluded Hours

Normally, a traveler is not required to travel between the hours of 2400 and 0600 if it is not necessary for the mission. The AO may authorize or approve a TDY rest point or an en route rest stop when the flight exceeds 14 hours, the travel is to or from a location OCONUS, and travel is by coach-class service. When circumstances warrant, the AO must consider each case individually taking into account both funding and mission needs. Rest stops may not exceed 24 hours. Rules and allowances for rest stops during travel are in Table 2-1. See Rest Stop Examples on the DTMO website.

Table 2-1. En route and TDY Point Rest Stops		
Rest Stops at the TDY Point		
1	Authorized	When either: a. The scheduled flight exceeds 14 hours and travel is to or from a location OCONUS. b. The scheduled flight exceeds 14 hours, and travel is to or from a location OCONUS, the traveler is required to travel overnight (2400-0600) and the transportation mode does not provide adequate sleeping accommodations.
2	Not Authorized	When either of the following occur: a. The traveler is authorized first or business class travel. b. The traveler is provided a rest stop en route instead.
Rest Stops En Route		
3	Authorized	When all of the following occur and the rest stop en route: a. Allows the traveler to start at, near, or after the end of the traveler's regularly scheduled duty hours or during usual rest hours if the transportation mode does not provide adequate sleeping accommodations. b. Is at a location that is an intermediate point, and is near to midway in the journey as the authorized carrier schedule permits or if possible, at a location en route at which the carrier permits free stopovers. c. Is for a period limited to 24 hours, plus necessary time to obtain the earliest transportation to the authorized destination. d. Is because the origin or destination location is OCONUS and travel is by a usually traveled route. e. Involves a scheduled flight is over 14 hours by a usually traveled route. A 14-hour period includes scheduled flight time, stopovers, and plane changes. However, it does not include overnight time spent at airports.* f. Is necessary because the travel en route to the TDY site or upon return if the traveler cannot rest before returning to work. This must be in the Government's interest and is not automatic.
4	Not Authorized	When any of the following occur and rest stop en route: a. Is due to official travel for a permanent change of station (PCS), consecutive overseas tour (COT) leave, renewal agreement travel (RAT), emergency leave, Rest and Recuperation (R&R), Funded Environmental Morale Leave (FEML), and personnel evacuations. b. Is due to personal convenience when a traveler chooses to travel by a circuitous route, causing excess travel time. c. When a traveler takes leave at a stopover location. d. Is on return travel to PDS unless traveler is required to return to work without resting. e. For a traveler authorized first or business class accommodations. f. When the traveler is provided a rest period at the TDY point before reporting for duty.
*The flight length alone is not sufficient justification to authorize or approve an en route rest stop. The TDY mission must be so unexpected that the traveler was unable to schedule a flight arriving the day prior to allow rest before work and the travel authorization must clearly state when the TDY travel was identified and when travel reservations were made.		

020203. Transportation Types Most Advantageous to the Government

A. Preferred Transportation. In the case of TDY travel, the following transportation types are

presumed most advantageous to the Government, unless the AO determines otherwise.

1. In accordance with DoDI 4500.57 (Transportation and Traffic Management), Government transportation by air for travel OCONUS is considered the most advantageous method when reasonably available to meet mission requirements. See transportation computation example.

2. When Government transportation is not directed, commercial travel by airplane, train, bus, or ship is generally the most advantageous method of transportation and should be selected when reasonably available. Of these types, travel by airplane is usually preferable when available.

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

a. Consider a rental car. See the DTMO Rental Car Agreement and DTR 4500.9-R, Part I (Passenger Movement), for instructions and guidance for rental car selection.

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

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

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

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

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

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

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

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

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

6. Productive time lost due to additional travel time.

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

8. Unavailability of practicable commercial transportation.

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

020204. Distance Determinations

A. PCS and TDY Distance. Distances are determined by using the Defense Table of Official Distances (DTOD). It is the only official source for PCS and TDY distance information, including for personally procured moves. If a facility or location is not listed, contact the website listed above.

B. Odometer Readings. The DTOD does not apply to the following distances, which are determined by odometer readings:

1. In and around the PDS or TDY sites.

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

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

4. For a civilian employee who transfers a short distance in accordance with par. 054802.

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

C. Privately Owned Air Transportation Distance. See par. 020210.

020205. Separate Legs of Travel

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

Table 2-2. Travel Between Any Two Official Points

1. Actual residence	8. TDY location	14. First duty station
2. Home of record	9. Renewal agreement travel leave location	15. Last duty station
3. Primary residence	10. Permanent duty station	16. Alternate location
4. Privately owned vehicle-storage facility	11. Passenger point of embarkation	17. Passenger point of debarkation
5. Location of last move home for a Senior Executive Service civilian employee	12. Privately owned vehicle-unloading port or vehicle-processing center	18. Privately owned vehicle-loading port or vehicle-processing center
6. Safe haven location	13. A designated place	19. Home of selection
7. COT leave location		20. PLEAD

020206. Airplane, Train, Ship, and Bus Transportation

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

B. Lost or Stolen Tickets. Lost tickets must be reported to the TMC. A traveler remains financially responsible to the Government for the cost of the lost or stolen ticket, regardless of fault or

negligence. A traveler is responsible for purchasing a replacement ticket, and cannot be reimbursed for the replacement ticket until the Government has received a refund for the lost or stolen ticket. If the initial ticket is recovered or turned in for refund, and the Government is repaid, reimbursement may be made to the traveler for the second ticket, limited to the cost of the first ticket. See DoD 7000.14-R, Vol. 9 (Travel Policy) for procedures on reporting stolen tickets.

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

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

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

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

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

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

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

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

2. There is no transportation reimbursement, for any leg of a trip, when an unauthorized or unapproved non-U.S. flag air carrier service or foreign flag ship is used. If a U.S. flag air carrier service or a U.S. flag ship is available for an entire trip and the traveler uses a non-U.S. flag air carrier or foreign flag ship for any part of the trip, the transportation cost on the non-U.S. flag air carrier or the foreign flag ship is not payable (FTR §301-10.143 and FTR §301-10.181).

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

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

Table 2-3. Rules for U.S. Flag Carriers		
	If…	**Then…**
	a non-U.S. flag air carrier,	If given the choice to substitute service without delaying the travel, the traveler should select a U.S. flag air carrier. (59 Comp. Gen. 223 (1980)).
10	the AO determines that a US flag air carrier cannot provided needed air transportation or cannot accomplish the mission,	a non-U.S. flag air carrier may be used.
11	a non-U.S. Government source pays for transportation directly, or later reimburses by: a. A foreign government (for example, Foreign Military Sales funded with foreign customer cash or repayable foreign military finance credits), b. An international agency, c. Another organization,	
12	transportation is paid by a non-Federal source, in accordance with the JTR; DoD 5500.07-R (Joint Ethics Regulation); or Service regulations for non-DoD Services,	
13	a non-U.S flag air carrier service would be 3 hours or less, and the U.S. flag carrier use would at least double the en route travel time,	
14	medical reason including the need to reduce the number of connections and delays when transporting a person in need of treatment,	
15	first-class accommodations are the only option on a U.S. flag air carrier, and less than first-class accommodations are available on a non-U.S. flag air carrier,	
16	the transportation is provided under a bilateral or multilateral air agreement to which the U.S. Government and the Government of a foreign country are parties and the Department of Transportation has determined it meets the requirements of the Fly America Act,	
17	a traveler's safety is at risk, such as a terrorist threat against the traveler	the AO can authorize or approve a non-U.S. flag air carrier. The risk must be supported by evidence.
18	the use of a U.S. flag air carrier would result in a delay to the traveler and involves more than 48 hours of additional per diem,	a non-U.S. flag air carrier can be used, if it reduces the delay (56 Comp. Gen. 216 (1977)).
19	the only U.S. flag air carrier service between foreign points requires travel between midnight and 6 a.m., to include boarding and exiting the carrier, and a non-U.S. flag air carrier does not require travel at during those hours,	a non-U.S. flag air carrier may be used to the nearest interchange point on a usually traveled route to connect with a U.S. flag air carrier.
	U.S. Flag Ship	
20	a U.S. flag ship cannot provide the transportation service required,	transportation may be obtained aboard a foreign flag ship. (B-190575, May 1, 1978).
21	a U. S. flag ship would seriously interfere with or prevent	the AO may authorize or approve the

Table 2-3. Rules for U.S. Flag Carriers		
	If…	**Then…**
	the performance of official business,	use of a foreign flag ship.
22	a U. S. flag ship is not available,	the transportation or other appropriate officer may authorize or approve use of a foreign flag ship.
23	the request for foreign flag ship is for inconvenience in securing transportation on a U.S. flag ship, short delays in awaiting transportation, arranging circuitous routes for traveler convenience, or similar reasons.	a foreign flag ship may not be authorized or approved.

4. When using code share flights involving non-U.S. flag air carrier, the U.S. flag air carrier flight number must be used on the ticket for the travel to qualify as having been on a U.S. flag air carrier. If the non-U.S flag air carrier flight number is placed on the ticket then a non-availability document is needed. 49 U.S.C. §40118(d) permits the Secretary of State and the Administrator of the Agency for International Development to authorize their employees to travel by non-U.S. flag air carriers between two places in foreign areas even if U.S. flag air carriers are available. This authority does not apply to Service members, civilian employees, or any of their dependents.

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

1. Table 2-4 identifies other conditions under which a traveler can upgrade transportation accommodations. A traveler experiencing extenuating or emergency circumstances may seek approval for an upgraded class of service from the appropriate authority within 7 days after travel is completed. All other travelers must submit their requests in advance for accommodations at a higher class of service than economy or coach.

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

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

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

5. A travel authorization must include:

a. The cost difference between economy or coach class and the upgraded ticket. See Decision Support Tools regarding premium class travel.

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

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

Table 2-4. Travelers Changing Class of Service		
	If…	**Then…**
1	approved to use non-U.S. flag carrier and economy or coach accommodations do not meet adequate sanitation or health standards,	the traveler should request the AO to upgrade the class of service.
2	other transportation accommodations are not available and the AO identified in Table 2-5 determines that a premium-class upgrade or extra train fares are necessary for the mission after considering the TDY location, cost, and travel time,	the AO may authorize or approve travelers to book first- or business-class airfare and extra train fares.
3	the traveler's or Service's needs require use of accommodations that do not meet minimum standards,	the traveler may voluntarily accept or use these accommodations and the Government may furnish them. The Government cannot direct the traveler to accept inadequate accommodations.
4	accommodations that are usually more costly, such as business or first class, are offered at a lesser rate than unrestricted economy or coach,	the traveler may use the upgraded accommodations without obtaining special approval or authorization.
5	the AO determines the added cost of Economy Plus, Coach Elite Seating, or additional fee seating is in the Government's interest,	the additional cost for seating in economy or coach class may be authorized or approved.
6	the AO determines the added cost of economy plus or coach elite airfare seating is necessary because less costly accommodations are inadequate for a traveler with a documented medical or special need,	the AO may authorize or approve the traveler to use economy plus or coach elite airfare seating. The AO may also authorize or approve economy plus or coach elite airfare for an attendant required to accompany the traveler en route (see par. 020206-K). Only the authorities listed in Table 2-5 may authorize or approve other than coach or economy class seating for any transportation mode.
7	Government property or a traveler would be endangered using less costly accommodations,	more costly transportation at Government expense may be authorized or approved.
8	a protective detail accompanies a traveler who is authorized more costly accommodations,	
9	a courier or control officer accompanies a controlled pouch or package when accommodations with adequate security are not available at a lower cost,	
10	lower class accommodations are not reasonably available for departure within 24 hours of the traveler's proposed arrival or departure times, or do not allow the traveler to arrive or depart in time to report for duty when scheduled,	the AO must justify putting business- or first-class transportation in the travel authorization by stating all of the following: a. When the TDY travel was identified. b. When travel reservations were made. c. The cost difference between economy or coach transportation and the
11	a flight is scheduled to last longer than 14 hours during TDY and the origin or destination is OCONUS, the mission is so unexpected and urgent that it cannot be	

Table 2-4. Travelers Changing Class of Service		
	If…	**Then…**
	delayed or postponed, and a rest period cannot be scheduled en route or at the TDY site before starting work,	business-class or first-class transportation selected.
12	the following personnel are required for the mission: a. Federal advisory committee members; b. Special high-level invited guests; and c. U.S. Armed Forces attachés accompanying foreign government minister traveling to the United States to consult with U.S. Federal Government officials.	the traveler may use business class if it is available and first class if not. This is not applicable to NOAA.
13	a non-Federal source pays for business-class transportation in advance,	the travel authorization must state that the transportation has been paid by a non-Federal source. See DoD 5500.07-R (Joint Ethics Regulation) and Service issuances.
14	a non-Federal source pays for first-class transportation in advance, and at least one of the other circumstances in this table for first-class travel is also met,	
15	using business class results in overall savings to the Government by eliminating overtime, additional subsistence costs, or lost productivity time,	a cost comparison must be stated on the travel authorization.
16	foreign-government personnel are traveling in the Government's interest and the traveler's country has regulations, a memorandum of understanding, a memorandum of agreement, or a status of forces agreement that requires business or first-class accommodations,	the traveler is authorized business- or first-class transportation.
17	an en route stopover is an overnight stay and an en route rest stop is authorized or an overnight rest period occurs at the TDY location before beginning work,	business class is not allowed.

K. Medical or Special Needs. Any accommodation for a medical or special need requires that a medical authority provides a written certification of the medical condition or special need. An AO should also consider physical characteristics when determining the class of travel and the options for accommodating those special needs. Consider other travel options such as reserving economy plus, coach elite seating, or bulkhead seating that provide extra leg room or purchase two coach seats before recommending premium class travel. Only the authorities listed in Table 2-5 may authorize or approve premium class travel. If the traveler requires an attendant or escort, seeTable 2-4, for criteria to authorize or approve premium-class accommodations for the attendant. Authority to use upgraded accommodations is limited to the disabled or special needs traveler and their attendant, and does not permit the rest of the family to travel on a class of service other than economy or coach. A medical authority must recertify the traveler's medical condition or special need in writing:

1. Every six months for a temporary condition.

2. Every two years for a lifelong condition.

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

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

Table 2-6. Travel Not Authorized for Upgraded Accommodations		
1	Leave Travel	a. Emergency leave b. R&R c. FEML d. Emergency visitation travel
2	Evacuations	a. Personnel evacuations b. Family visitation travel
3	Permanent Travel	a. PCS b. COT c. RAT

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

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

a. The GSA City Pair Program is a contract between the Government and certain airlines for routes frequently traveled for Government business. The program requires a traveler to use these routes when they are available. City Pair Program fares are for official travel only and cannot be used for travel to or from leave points or for any portion of a route traveled for personal convenience. For details see the GSA City Pair Program; DoD 4500.9-R, Part 1 (Passenger Movement); the FTR §301-10, and city pair program computation example. City Pair Program flights are identified by the fare basis codes of either "YCA" or "-CA."

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

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

b. A command cannot permit a TMC to purchase YCA airfare when a -CA airfare is available and the AO determines that a -CA airfare meets the mission's needs. Personal frequent flyer points or miles use is not a valid reason to request a YCA airfare when a –CA fare is available. A traveler who elects to use a YCA airfare when a –CA airfare is available, in order to use points or miles, is financially responsible to the Government for the cost difference between the YCA airfare and the –CA airfare. CBCA 1511-TRAV, May 7, 2009.

2. Restricted Airfares. The AO may authorize or approve restricted airfares when they are offered to the general public and if trip cancellation would not impose significant costs.

a. When a City Pair Program fare is available, the AO must use the Restricted Airfares Checklist when considering the approval of restricted airfares. Restricted airfares cannot be applied in a blanket fashion, but can be considered for each trip on an individual basis. For City Pair Program routes, if the contract carrier offers a lower fare, the traveler must use that airline's restricted fare before selecting another airline's restricted economy or coach airfare.

b. When a City Pair Program Fare is not available, the traveler should use the lowest cost coach-class fare that meets mission requirements

c. The AO must consider that if a restricted fare is authorized and then later canceled or changed for official reasons and not for the personal convenience of the traveler, the Government is responsible for any excess costs.

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

3. Involuntarily Denied Flight Boarding. A traveler who is involuntarily denied boarding on a flight must contact the TMC to book a new flight if a subsequent flight cannot be provided without additional cost to the Government. Any compensation for the denied seat belongs to the Government (59 Comp. Gen. 203 (1980)). The traveler must request that the carrier show the "Treasurer of the United States" as payee on the compensation check, in accordance with DoD 7000.14-R, Vol. 9 (Travel Policy).

Table 2-7. Transportation Allowances for Commercial Air Travel		
	If…	**Then…**
1	no written policy specifies which airport to use and multiple airports in the same area are available for use,	the traveler may select which airport to use. A traveler can only be required to use a specific airport when the command or installation has a written policy that requires using it because it is economical.
2	local written policies do not permit a traveler to select which of multiple airports in the same area to use,	the traveler must follow the local written policy in selecting an airport.
3	a traveler is unable to travel by air due to a medical condition or genuine fear of flying that would result in a serious physical or psychological reaction,	the AO may authorize an alternate type of transportation after receiving a medical authority's written certification that the condition or fear prevents travel by air.
4	a traveler must change airlines to get to a destination and one or both airlines do not interline baggage,	the traveler can use a different airline, even if it is more expensive, unless he or she is booked on an AMC Patriot Express flight. Regardless of the airline, the traveler must follow the Fly America Act.

N. Train, Ship, or Bus Transportation. For trains and buses, use the discount fares offered to the Government when the transportation meets mission requirements. Travel by ship may be authorized or approved. Only the authorities in Table 2-5 may authorize or approve other than coach or economy class accommodations under the following circumstances (OMB Bulletin 93-11, April 19, 1993 (Fiscal Responsibility and Reducing Perquisites)):

1. The travel can be completed only by ship.

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

3. The travel is for medical reasons.

4. The travel is for security reasons.

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

020207. Reimbursement for Commercial Transportation

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

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

had been performed using the authorized transportation type.

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

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

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

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

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

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

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

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

8. In-flight internet connections are not reimbursable unless authorized or approved and determined they are used to perform official business.

9. Arrival or departure taxes or fees that are charged for entry or exit from a foreign country may be reimbursed if the traveler incurs the expense directly, rather than including in the transportation ticket cost.

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

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

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

3. Baggage check-in fee at curbside.

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

E. Reimbursement When a TMC Is Available but Not Used. When a TMC is available but not

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

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

020208. Reimbursement for Government Transportation

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

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

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

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

1. Gas and oil.

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

3. Bridge, road, or tunnel tolls.

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

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

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

020209. Rental Vehicle

A. Obtaining Authorization. To be reimbursed, an AO must authorize or approve use of a rental vehicle. A traveler must obtain a rental vehicle through an electronic system when it is available or through the TMC if it is not available. TMC use is not mandatory when renting an airplane or bus

(CBCA 2956-TRAV, January 31, 2013). A compact vehicle is the standard size for official travel, but the AO may authorize or approve a larger vehicle for the following reasons:

1. Medical disability or other special need.

2. Mission requirements.

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

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

5. Government material for official business requires more space.

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

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

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

Table 2-8. Rental Vehicle Expenses

	If…	Then…
1	a traveler does not obtain the rental vehicle through a TMC,	reimbursement is limited to what the rental vehicle would have cost if it had been obtained through a TMC.
2	the AO did not authorize or approve the rental vehicle for en route travel to or from the TDY location,	the traveler may be reimbursed the TDY mileage rate as if traveling by POV. The TDY mileage-rate reimbursement is limited to the mode of transportation authorized.
3	multiple travelers go to one location,	only the traveler booking the rental vehicle may claim expenses associated with its use.
4	a traveler cannot refuel completely before returning the vehicle because of safety issues or the location of the closest fueling station,	the rental vehicle company's charges to refuel the vehicle may be approved for reimbursement.
5	a daily administrative fee is charged due to the U.S. Government Rental Car Agreement, which includes a Government administrative rate supplement (GARS),	the traveler may receive reimbursement for the daily administrative fee.
6	the mission requires an international driver's license,	the traveler may be reimbursed the cost of obtaining it, including the cost of the photos.
7	a breathalyzer is required in a foreign country and the traveler returns it unused,	the breathalyzer fee is reimbursable.
8	a breathalyzer is required in a foreign country	the breathalyzer fee is reimbursable if a foreign

Table 2-8. Rental Vehicle Expenses		
	If…	**Then…**
	and it is used,	authority directed the driver to use it and the device shows that the driver was not impaired.
9		the breathalyzer fee is not reimbursable if the breathalyzer was used for personal convenience or while not on official travel, or if a foreign authority directed the driver to use it and the device showed the driver was impaired.
10	non-standard equipment, such as snow tires, is necessary,	fees for the upgrade are reimbursable if the equipment is part of the rental agreement; however, equipment purchased separately from the rental vehicle agreement is not reimbursable.
11	the AO determines that use of a one-way rental is advantageous to the Government,	the drop-off fee may be reimbursed.
12	the AO determines that a rental vehicle dropped off at an alternate location is advantageous to the Government,	
13	the AO authorizes or approves a global-positioning system,	the traveler may receive reimbursement.
14	a traveler incurs gas or oil expenses,	the traveler may receive reimbursement. **Note**: Prepaid fueling is not authorized.
15	the AO authorizes or approves ferry fares; bridge, road, and tunnel tolls; and parking fees,	the traveler may receive reimbursement; however, an administrative fee associated with failing to pay a toll is not reimbursable.
16	the AO authorizes or approves use of a toll-collection transponder when necessary for official use,	
17	the traveler pays for access fees, for example, additional fees for access to an airport location,	

D. Reimbursement for Rental Vehicle Damage. A DoD traveler may be reimbursed for personal funds paid to a rental car company for rental vehicle damage sustained in the performance of official business if the claim is adjudicated payable. See DoD 7000.14-R, Vol. 9, Chapter 4 (Transportation Allowances); DoD 7000.14-R, Vol. 10, Chapter 12 (Miscellaneous Payments); and the DoD Guidebook for Miscellaneous Payment for information on how to request reimbursement.

1. The Government may make direct payment to the rental car company, instead of the traveler, if appropriate. Requests for payment must be accompanied by supporting documentation, ordinarily statements, itemized bills, and an accident report (see DoD 7000.14-R, Vol. 9 (Travel Policy), for details). A DoD traveler may file accident reports on the DTMO website if the damaged vehicle is covered under the DTMO Rental Car Agreement.

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

Note: See DTMO Rental Car Agreement, and DTR 4500.9-R, Part I (Passenger Movement) for further instructions and guidance for the rental vehicle selection. A rental vehicle is limited to official purposes, including transportation to and from duty sites, lodgings, dining facilities, drugstores, barber shops, places of worship, cleaning establishments, and similar places required for the

traveler's subsistence, health, or comfort.

020210. Privately Owned Vehicles (POV)

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

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

Table 2-9. General Rules when Using a POV

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

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

Table 2-10. Reimbursement for Privately Owned Automobiles and Motorcycles

	If…	Then…
1	the official distance between authorized locations (as determined by the DTOD* or from appropriate distances (non DoD Services)) is 400 miles or less one way or 800 miles or less round trip,	use of a private automobile or motorcycle is considered advantageous to the Government. The traveler is reimbursed the appropriate cents per mile for the DTOD* distance between official points. No cost comparison is required.
2	the official distance between authorized locations (as determined by the DTOD*) is greater than 400 miles one way, or greater than 800 miles round trip,	the AO may authorize or approve the use of a private automobile or motorcycle on a case-by-case basis in accordance with guidance if advantageous to the Government.
3	a traveler uses a POV instead of the authorized transportation type (other than a Government automobile),	reimbursement is limited to the constructed cost of the authorized transportation type. Miscellaneous reimbursable expenses associated with driving a POV and incurred during travel,

Table 2-10. Reimbursement for Privately Owned Automobiles and Motorcycles		
	If…	**Then…**
		such as parking and tolls, are not authorized for reimbursement.
4	an official traveler is a passenger in an automobile or on a motorcycle,	the passenger is not authorized reimbursement for transportation, but may receive per diem.
*See Defense Table of Official Distances (DTOD) for official mileage)		

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

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

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

a. The hourly fee imposed by the Aero Club.

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

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

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

1. Fuel.

2. Oil.

3. Aircraft parking.

4. Landing and tie-down fees.

5. Boat docking fees.

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

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

1. The Service member requests it.

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

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

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

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

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

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

F. Cost Comparisons Between Use of a POV and Other Modes of Transportation (Computation and Calculation Rules). When a traveler uses a POV instead of an authorized type of transportation, a cost comparison is done to determine reimbursement. The POV mileage is compared to the constructed cost of the authorized transportation type and the lesser of the two amounts is reimbursed. The constructed cost is the sum of the transportation ticket cost plus the TMC fee. The per diem that the Government would have incurred if travel had been performed by the authorized transportation mode is paid. No other costs, such as taxi fare or parking, are included in the comparison.

Table 2-11. Cost Comparison Rules for Using a POV		
	If…	**Then…**
	Vehicle v. Rental Car	
1	air, train, bus, or Government-provided transportation is not provided or available,	reimbursement is limited to the cost of the lowest rental service and the associated Other Miscellaneous Reimbursable Expenses.
2	the AO determines that a rental car is more economical, but the traveler uses a POV,	
	Vehicle v. Bus	
3	neither air nor rail transportation is provided,	mileage reimbursement is limited to what bus transportation would have cost.
	Vehicle v. Commercial Airplane	
4	a traveler is authorized to use a commercial airplane and uses a POV instead,	the traveler is allowed the TDY mileage for the official distance, limited to the policy-constructed cost for air transportation. When the distance is 400 miles one way or 800 miles or less round trip, a traveler is allowed the applicable TDY mileage rate for the ordered distance
5	the policy-constructed airfare includes an airfare available through the GSA City Pair Program*,	a -CA GSA City Pair Program* airfare is not used when creating a policy-constructed airfare for comparison purposes.
6	the policy-constructed airfare turns out to be, or to include, a GSA City Pair Program* airfare and both a YCA and a -CA airfare are available,	the YCA airfare is used for cost comparison.
7	an individual traveling at Government expense rides in the same privately owned automobile as the traveler claiming mileage,	the constructed transportation cost reimbursed to the traveler claiming the mileage includes the policy-constructed transportation cost of the passenger.

Table 2-11. Cost Comparison Rules for Using a POV		
	If…	**Then…**
	Vehicle v. Train	
8	air accommodations are not provided between origin and destination points,	mileage reimbursement is limited to the constructed cost of coach train accommodations for the travel performed.
9	an administrative determination is made that rail transportation is more economical than the commercial air accommodations provided between the city and airport,	the constructed cost comparison also may be made with rail transportation, including related per diem.
10	extra fare service has been authorized as being to the Government's advantage,	the constructed cost comparison may be limited to a maximum of the cost of extra fare service.
	Aero Club Aircraft v. Commercial Air	
11	the use of an Aero Club aircraft is authorized or approved, and two or more official travelers are authorized to travel together,	reimbursement to the pilot is for the actual necessary expenses, limited to the Government's transportation cost, for the pilot and accompanying travelers.
*See GSA City Pair Program		

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

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

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

1. Ferry fares.

2. Bridge, road, and tunnel tolls.

3. Parking fees in connection with official travel.

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

including the cost of the photos.

020211. Car Ferry Transportation

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

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

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

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

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

020212. Travel in and around the TDY Location

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

1. Lodging and duty site.

2. Duty sites.

3. Lodging or duty site and dining facility.

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

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

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

C. Meals or Lodging Unavailable at Duty Site

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

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

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

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

020213. Ground Transportation

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

1. Taxis or limousines.

2. Buses.

3. Streetcars.

4. POVs.

5. Rental vehicles when authorized or approved.

6. Subways or other public transportation.

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

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

	If…	Then…
1	a traveler uses a POV and the TDY requires at least one night's lodging,	the traveler may be reimbursed TDY mileage for travel from the residence to the PDS on the TDY departure day, and from the PDS to the residence on the TDY return day.
2	a traveler claims any mandatory or customary transportation tips for a taxi or limousine service,	he or she may include up to 20% of the fare (the maximum allowed amount for a tip) as part of the total fare amount claimed. The tip is not separately reimbursable.
3	a traveler uses a POV to or from home or place of duty to a transportation terminal,	he or she may be reimbursed for one-way mileage for each way at the TDY mileage rate.
4	a traveler uses Government transportation or a POV to take the most direct route,	the AO may allow ferry fares, and road, bridge, and tunnel tolls.
5	a traveler is dropped off or picked up in a POV when traveling to or from home or the place of duty and taken to a transportation terminal,	he or she may be reimbursed for a round trip at the TDY mileage rate. The traveler must certify he or she incurred operating expenses if a person other than a family member drives.

Table 2-13. Reimbursement for Ground Transportation to Terminals and Rental Car Facilities		
	If…	Then…
6	a traveler parks at a terminal,	he or she may be reimbursed actual expense up to the cost of two one-way taxi fares. The AO may waive this limitation for Service members when the TDY is longer than initially planned.
7	a rental vehicle is used to and from transportation terminals at the PDS or TDY location, or between carrier terminals, when authorized as more advantageous to the Government,	the standard list of expenses for a rental vehicle allowance plus transportation to and from the rental car agency may be reimbursed.

0203 PER DIEM ALLOWANCE AND OTHER COMPUTATION RULES (See Current Per Diem Rates)

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

020301. Daily Allowances

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

020302. Allowable Travel Time As It Affects Per Diem

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

A. POV, Government Automobile, or Rental Vehicle. When travel is authorized as advantageous by POV, Government automobile, or a rental vehicle, one day of travel is authorized for every 400 miles, per Table 2-10. See pars. 050205 (Service members) and 053807 (civilian employees) for allowable PCS travel time. Additional travel time may be authorized or approved when the actual time exceeds the authorized time for reasons beyond a traveler's control, for example, for Acts of God. Per diem is payable for any days of additional travel time that are authorized under such circumstances. See POV travel computation example 1 and POV travel computation example 2.

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

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

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

020303. Lodging

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

A. Booking Commercial Lodging

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

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

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

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

a. Daily hotel room costs.

b. Daily hotel taxes.

c. Daily miscellaneous fees, if applicable.

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

B. Booking Government Quarters and Government Lodging

1. A DoD Service member ordered to a U.S installation must use adequate and available Government quarters. When ordered to an ILPP site where adequate Government quarters are not available, a DoD Service member must use other lodging available under the Government Lodging Program.

2. A civilian employee ordered to a U.S. installation must use adequate and available Government quarters at designated Integrated Lodging Program Pilot (ILPP) sites. When ordered to an ILPP installation where adequate Government quarters are not available, a civilian employee must use other lodging available under the Government Lodging Program. When ordered to a U.S. installation that is not part of the ILPP site a civilian employee is encouraged, but not required, to use available Government quarters. In no instance may a civilian employee be required to use inadequate lodging.

3. Commercial lodging that is contracted by the Government, at no cost to the traveler, is considered Government quarters. Lodging, at no expense to the traveler, may be booked without using the TMC, outside the electronic travel system.

Note: The electronic travel system is used as the primary source to reserve Government quarters and Government Lodging Programs. If the authorization is done outside the electronic travel system, then reservations must be made through DoD Lodging or by contacting the Government quarters facility directly. The ILPP does not apply to the U.S. Coast Guard (USCG), National Oceanographic and Atmospheric Association (NOAA), or U.S. Public Health Service (USPHS) personnel.

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

Table 2-14. Government Quarters Use

	If…	Then…
1	a Service member is sent on TDY to a U.S. installation and the Government quarters on that installation (not nearby) are adequate and available,	he or she is required to use Government quarters.
2	a Service member is provided a non-availability number for an installation initially,	he or she is not required to seek or check for Government quarters when on TDY to that installation.
3	a Service member is on TDY at a foreign installation,	he or she is not required to check for Government quarters availability unless directed to do so in the travel order.
4	a traveler is participating in a combined exercise or operation on a foreign government installation, or attending a foreign service school,	the AO may direct use of Government quarters on that installation.
5	a Service member is ordered on a TDY to a Joint Base with geographically separated locations that do not share a common perimeter,	he or she must use Government quarters located on the part of the base where the Service member is performing duty, unless the Service member receives a statement of non-availability at that location. A traveler should, but is not required to, use

Table 2-14. Government Quarters Use		
If…		**Then…**
		Government quarters at other locations geographically separated within the Joint Base.
6	adequate Government quarters are available on the U.S. installation to which a Service member is assigned TDY, but the Service member chooses to use other lodging,	the Service member is limited to the reimbursement cost of Government quarters on the assigned TDY installation (44 Comp. Gen. 626 (1965)).
7	adequate Government quarters are available on the foreign installation that a Service member is directed to use, but the Service member chooses to use other lodging,	
8	adequate Government quarters are available but a Service member is directed to procure commercial lodging off the U.S. installation,	the Service member is treated as though no Government quarters are available and is authorized the locality M&IE rate, instead of the Government meal rate (GMR) or the Proportional meal rate (PMR).

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

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

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

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

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

b. Any officer in a pay grade of O-7 through O-10 or Senior Executive Service (SES) employee who personally determines quarters availability.

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

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

F. Required Documentation When Government Quarters Are not Available. When Government quarters are not available, a DoD Service member is required to obtain a non-availability confirmation number provided by the Service's lodging registration process to justify reimbursement for commercial lodging and per diem. When Government quarters are not available at an ILPP site, a civilian employee is required to obtain a non-availability confirmation number provided by the Service's lodging registration process to justify reimbursement for commercial lodging and per diem.

Table 2-15. Lodging Reimbursement Rules		
	If…	**Then…**
1	a traveler does not use the available ILPP lodging at the ILPP site,	the traveler is limited to what the Government would have paid (the total of the ILPP negotiated lodging rate plus taxes, unless the traveler is tax exempt) and he or she is financially responsible for all other costs associated with other than ILPP site use.
2	an official traveler shares a room with a non-official traveler,	the official traveler is reimbursed the actual daily lodging cost based on the single occupant rate, limited to the lodging portion of the locality per diem rate. A traveler who leases more spacious lodging to accommodate a non-official traveler is not reimbursed for the additional expense.
3	multiple travelers on official travel share a room,	each official traveler is reimbursed for the prorated share limited to the lodging portion of the locality per diem rate**.
4	multiple travelers sign a lease for lodging,	each traveler is reimbursed for the prorated share of the lease amount, up to the lodging portion of the locality per diem rate**. The prorated share is based on all of the names of the official travelers on the lease, excluding non-official travelers.*
5	a civilian employee lodges with friends or relatives,	the civilian employee may be reimbursed for the additional lodging costs that the hosts incur for the accommodation if the civilian employee can substantiate the costs and the AO determines the costs are reasonable.
6	a Service member lodges with friends or relatives,	the Service member is not authorized lodging reimbursement (see par. 020304).
7	a traveler is en route or arrives at the TDY or stopover location after midnight,	the traveler is allowed per diem** as if arrival took place on the preceding day.
8	lodging is not available at the TDY location,	the AO may authorize or approve obtaining lodging in an adjacent locality where the per diem rate** is higher. If the higher rate is not authorized in advance, the traveler must furnish a written statement with the travel voucher explaining the circumstances to validate an AEA based on the TDY location rate.
9	a traveler purchases or already owns a residence used for lodging during official travel,	reimbursement is not authorized for any costs or expenses associated with this lodging.
10	a traveler purchases a residence, to include a recreational vehicle (RV), used for lodging during official travel under a “rent-to-buy” option,	all associated mortgage interest and property taxes previously claimed must be repaid.
11	a traveler purchases, sells, or makes payments on a privately owned RV used for lodging during official travel,	reimbursement is not authorized for any costs associated with the purchase of the RV. The traveler may be reimbursed the following expenses, limited to the total maximum lodging rate allowed for the entire TDY: a. Parking fees. b. Utility connection, use, and disconnection fees. c. Electricity, gas, water, sewage, bath, and shower fees. d. Dumping fees.

Table 2-15. Lodging Reimbursement Rules		
	If…	**Then…**
12	a traveler is lodged in the CONUS or non-foreign area OCONUS,	a lodging tax is a reimbursable expense.
13	a traveler is lodged in a foreign area OCONUS,	the lodging tax is considered part of the lodging portion of per diem** and is not separately reimbursable.
14	no commercial lodging facility is available at the TDY location or a room shortage exists because of a special event,	the cost of lodging obtained in other than a commercial facility may be authorized or approved when the traveler provides a written explanation of non-availability acceptable to the AO. Reimbursement cannot exceed the locality per diem rate**.
*For multiple leasees, the long-term (not daily) lodging cost is split equally among the leasees, excluding non-official travelers, before the daily reimbursement rate is computed. **See current per diem rates		

G. Reimbursement for Commercial Lodging, Government Quarters, Other Lodging Arrangements, and Miscellaneous Reimbursable Expenses. When a traveler procures long-term lodging, on a weekly or monthly basis, the AO computes the daily TDY lodging costs by dividing the total lodging cost for the period by the number of days the traveler is authorized the lodging portion of the locality per diem rate (see long-term TDY computation example 1). Expense items that do not accrue on a daily basis are averaged over the number of days the traveler is authorized per diem during the TDY. The AO includes the following costs in determining the long-term lodging cost:

1. Utility connection, use, and disconnection.

2. Dumping.

3. Showers.

4. Cleaning or maid fees.

5. Cable TV.

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

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

8. Parking space when RV is used.

9. Appropriate and necessary furniture rental.

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

11. Rental furniture or appliances. No reimbursement is authorized for items that are

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

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

Table 2-16. Miscellaneous Reimbursable Expenses Associated with Lodging		
	If…	**Then…**
1	the Internet (Wi-Fi) is required at the lodging location for official purposes,	the AO may authorize or approve Internet connection charges.
2	certain fees are not optional, such as tourism, safe, service, or resort fees,	the AO may authorize reimbursement for them.
3	the TDY is canceled or curtailed,	the AO may authorize or approve reimbursement of nonrefundable deposits, prepaid rent, late and early departure fees, limited to the remaining lodging and tax expenses that would have been paid.
4	a traveler must retain lodging for reasons other than personal convenience at one TDY location and procure lodging at a second TDY location on the same calendar day,	the AO may authorize dual lodging for up to 7 consecutive days. Dual lodging covers lodging expenses due to unexpected circumstances beyond the traveler's control. Special approval through the Secretarial Process, after travel is complete, is required for reimbursement of dual lodging beyond 7 days. The lodging cost at the first TDY location is reimbursed as a miscellaneous reimbursable expense, and the lodging cost at the second TDY location as per diem. See dual lodging computation example.
5	the traveler cannot occupy lodging at the first TDY location due to conditions beyond the traveler's control,	
6	a traveler must retain airport daytime lodging for reasons related to travel arrangements and not for personal convenience,	the AO may authorize or approve reimbursement for lodging fees or daytime lodging charges.
7	the traveler or organization would experience an economic impact by relinquishing lodging based on factors, such as daily, weekly, or monthly room rates; availability; storage charges; or shipment costs,	the AO may approve dual lodging for up to 7 consecutive days. Special approval through the Secretarial Process, before *or* after travel is complete, is required for reimbursement of dual lodging beyond 7 days. The lodging cost at the first TDY location is reimbursed as a miscellaneous reimbursable expense, and the lodging cost at the second TDY location as per diem.
8	dual lodging is requested and appears to meet criteria for approval,	the AO must verify the necessity based on reasonable and prudent actions of the traveler and must not authorize or approve it for the traveler's convenience.
9	lodging is required on the day of departure from the TDY site,	the AO may authorize or approve reimbursement for the lodging based on the TDY locality rate or stopover point as appropriate.
10	advance room deposits are required by the lodging facility to secure a room reservation before official travel begins,	the AO may authorize reimbursement, unless the deposit is forfeited because the travel is not performed for reasons unacceptable to the DoD Component or Service. In that case, the traveler is financially

Table 2-16. Miscellaneous Reimbursable Expenses Associated with Lodging		
If…		**Then…**
		responsible for the advance deposit.
11	taxes on charges other than lodging, such as on movies or room service fees, are included in the lodging bill in the CONUS or non-foreign area OCONUS,	reimbursement is not authorized.
12	a transaction fee for personally procured lodging is incurred and the traveler does not use an electronic travel system or an available TMC,	reimbursement is not authorized.
13	a TMC is not available and the traveler incurs a transaction fee for arranging lodging,	the transaction fee is a reimbursable expense.

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

020304. M&IE Portion of Per Diem

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

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

Table 2-17. Types of Meal Rates		
Type of Rate		**Application**
1	Locality Meal Rate	Is based on the traveler's TDY location or stopover point, and applies when the traveler must purchase all meals commercially.
2	Proportional Meal Rate (PMR)	Applies when either of the following occur: a. A Service member is lodged in adequate Government quarters on a U.S. installation and one or two meals are available and directed in a Government dining facility on that installation. PMR for available meals must be directed in the travel authorization. b. One or two deductible meals are provided at Government expense and at no cost to the traveler (for example, as part of a registration fee or conference fee) and the individual is not traveling. c. The PMR is computed by averaging the standard GMR and the meals portion of the applicable locality M&IE rate rounded up to the nearest dollar. Only the meal rate is used for the computation. The appropriate incidental expense rate is added to the PMR to create the proportional M&IE rate. d. The PMR does not apply when the traveler is traveling.

Table 2-17. Types of Meal Rates		
	Type of Rate	**Application**
3	Standard Government Meal Rate (GMR)	a. The standard GMR includes food and facility operating costs and applies when a Service member is sent TDY to a U.S. installation where adequate Government quarters and three meals a day are available in a Government dining facility on that installation. b. The GMR does not apply when the Service member is traveling. c. The GMR must be directed in the travel authorization.
4	Discounted GMR	The discounted GMR is the cost for food minus facility operating costs. A civilian employee is reimbursed the discounted meal rate if he or she is charged for food while supporting field duty operations.
5	Incidental Expense Only	Applies when all three meals are provided at no cost to the traveler. Table 2-18 explains which meals are deductible.

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

Table 2-18. Deductible and Non-Deductible Meals		
	Deductible Meal	**Non-Deductible Meal**
1	Provided based on an agreement between the Government and any organization (except a Government dining facility) if the travel authorization directs the meal for a Service member or indicates the facility providing the meal is available for a civilian employee.	Box or bagged meal from a Government dining facility (for example, a Meal, Ready to Eat), except when that box or bagged meal from the Government dining facility is the only way to provide the Service member an adequate meal.
2	Included in a registration fee.	In-flight meals.
3	Paid by the Government and furnished at no cost to the traveler.	Furnished on a commercial or military aircraft.
4	Furnished at no cost to the traveler while attending a course of instruction at a school, if the Government ultimately pays the school for the meal's cost.	Government meals consumed in a Government dining facility.
5	Provided by a lodging establishment for which a charge is added in the lodging cost.	Provided by a private individual other than the traveler.
6	Provided by a lodging establishment when meals are included in the lodging cost under an agreement between the Government and the lodging establishment.	A no-cost complimentary meal provided by a lodging establishment.
7	Light refreshments (including a continental breakfast), included as part of a registration fee if they meet the requirements above and are served at a meal time.	Light refreshments (including a continental breakfast) included as part of a registration fee if served during a break and *not* at a meal time.

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

1. Medical Requirements or Religious Beliefs. The AO may authorize or approve the locality meal rate or the PMR, whichever is applicable, if the traveler meets all of the following criteria:

a. Is unable to eat an otherwise deductible meal because of medical requirements or

religious beliefs, in which case the AO may require substantiating documentation from the appropriate professional authority.

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

c. Must purchase a meal that satisfies the medical requirements or religious beliefs.

2. Requirements of the Mission. The AO may authorize or approve the locality meal rate or the PMR, whichever is applicable, if the traveler is unable to eat an otherwise deductible meal due to requirements of the mission.

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

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

2. A dining facility is considered not available:

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

b. On travel days.

c. When an AO determines that:

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

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

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

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

3. When a travel authorization directs the use of a Government dining facility for TDY travel and it is not available, a traveler must provide a statement of non-availability explaining which meals were not available and why, to receive reimbursement. The reason for non-availability must be acceptable to and approved by the AO. Once approved, the travel authorization must be modified to document the change in meal rate.

4. An organization may not treat TDY members as permanent party by providing Government meals in a dining facility at no charge. A TDY member pays for meals in the Government dining facility except in the following circumstances: Essential Unit Mess, field duty, sea duty, members traveling together with no reimbursement or Joint Task Force Operations. See the FMR, Vol 7A, Ch 25.

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

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

2. Laundry and dry cleaning while OCONUS.

3. Various service charges.

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

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

1. CONUS Incidental Expenses are $5.00.

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

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

020305. Occasional Meals or Occasional Lodging

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

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

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

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

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

4. On TDY or training duty aboard a ship.

5. On field duty.

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

7. In Essential Unit Messing (EUM).

8. Hospitalized as an inpatient.

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

B. Reimbursement Limitation

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

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

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

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

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

C. Civilian Employee

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

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

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

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

020306. Meal Ticket Maximum Rates

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

020307. AEA (Instead of Per Diem)

An AEA is a form of reimbursement that, in unusual circumstances, enables a TDY traveler to be reimbursed for actual and necessary expenses that exceed the maximum locality per diem rate. An AEA

must be stated in the travel authorization when authorized in advance of travel. All travelers going to the same place at Government expense, at which AEA is authorized, should be treated the same if possible.

A. Maximum Amount. An AEA is the lesser of the two: actual expenses incurred or the AEA maximum amount. An AO may authorize or approve an AEA of up to 300% of the locality per diem rate (rounded to the next higher dollar). See AEA computation example 1 .

B. Computation

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

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

3. Only one reimbursement method is authorized for each TDY *location*, except when one reimbursement is authorized for occasional meals and lodging. When a TDY involves travel to multiple locations with more than one daily maximum reimbursement during a single trip, the applicable rate or reimbursement method for each calendar day, beginning at 0001, is determined by the traveler's status and TDY location at 2400 on that calendar day. See AEA computation example 2.

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

Table 2-19. Considerations Impacting AEA

	If…	Then…
1	traveling with a dignitary and it requires staying at the same hotel as the dignitary,	the traveler may be authorized an AEA.
2	traveling to an area where costs have escalated for a short period of time and it is during a special function or event, such as the following: a. A missile launch, b. A summit meeting, c. A sports competition, d. The World's Fair, e. A convention, f. National or natural disaster, and its aftermath,	
3	affordable lodging is not available within reasonable commuting distance of the TDY point and the transportation cost to commute to and from the less expensive lodging facility would be more expensive than staying at the more expensive lodging,	
4	the traveler must incur much higher expenses than normal during similar travel situations and the traveler must procure superior or extraordinary accommodations, including a suite or other lodging, for which the charge is well above what has usually been paid for accommodations,	

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

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

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

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

E. AEA Authorized for Lodging Only

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

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

F. AEA Authorized for Lodging and M&IE

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

2. Items defined as incidental expenses (for example: baggage and hotel tips) that do not accrue on a daily basis are averaged over the days at the TDY location.

3. See AEA computation example 4.

4. Reimbursement for Incidental Expenses may not exceed the Incidental Expense rates in par. 020304-F.

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

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

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

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

1. Included in a registration fee.

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

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

020308. Reduced Per Diem

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

A. Authority to Reduce Per Diem

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

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

B. Requests for Reduced Per Diem

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

2. Submit requests for reduced per diem through the appropriate authority on the DTMO website (see Per Diem Rate Review Frequently Asked Questions). Requests must include the current lodging and meal costs, the traveler's name, travel dates, the TDY location, the point of contact's name and phone number for the request, and the recommended reduced per diem rate.

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

020309. Trip Length As It Affects Per Diem

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

Table 2-20. Per Diem Reimbursement				
When Travel is…		For the…	The Per Diem Rate is Based on…	Computation
1	12 hours or less,	Not applicable.		Per diem is not authorized.
2	more than 12 hours but less than 24 hours and no lodging is required,	Not applicable.	the highest locality rate for each day.	75% of the highest M&IE rate for each calendar day in a travel status.**
3	more than 12 hours but less than 24 hours and lodging is required,	Not applicable.	the TDY location or stopover point	Lodging up to the per diem rate plus 75% of the M&IE rate for each day of travel.**
4	24 hours or more and no lodging is required en route,	en route travel days to the TDY location,	the rate for the next official destination.	a. 75% of the locality M&IE rate for the day of departure from the PDS. b. 100% of the applicable M&IE rate for the subsequent days of travel.
		en route travel days from the TDY location to the PDS,	the rate for the last official destination.	c. 100% of the applicable M&IE rate for the day of departure from the TDY location. d. 75% of the locality M&IE rate for the day of arrival at the PDS.
5	24 hours or more and lodging is required en route,	en route travel days to the TDY location,	the TDY or stopover point where lodging is procured.	a. Lodging up to the per diem rate plus 75% of the locality M&IE rate for the day of departure from the PDS. b. 100% of the applicable M&IE rate for the subsequent days of travel.
		en route travel days from the TDY location to the PDS,		100% of the applicable M&IE rate for the day of departure from the TDY location. 75% of the locality M&IE rate for the day of arrival at the PDS.
**Per diem payment for TDY of more than 12 hours but less than 24 hours may be taxable (IRS Rule 68-663 and 26 CFR § 1.162-2(a)). The civilian employee should verify possible state and local implications.				

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

020310. Lodging and M&IE Per Diem Calculation Rules

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

A. Reimbursement While En Route from Home or PDS to TDY Location. Lodging reimbursement is based on the actual cost of lodging, limited to the lodging portion of the locality per diem rate at the TDY location or at the stopover. The M&IE for the departure day is 75% of the M&IE

rate of the traveler's stopover point or TDY location that night if lodging is used. If the traveler is traveling overnight and does not use lodging, the M&IE rate is based on the rate at the next destination.

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

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

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

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

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

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

020311. RESERVED

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

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

A. Authorized Returns

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

2. Allowance is for the round-trip cost of transportation and per diem between the TDY

location and the PDS location. No per diem is payable at the PDS location.

3. The AO may authorize or approve lodging retained at the TDY location during the authorized return as mission essential if the reasons for retaining the lodging are reasonable, necessary, and not merely for the traveler's convenience. Retained lodging is paid as a reimbursable expense, limited to the lodging portion of the locality per diem rate.

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

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

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

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

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

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

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

020313. Tax Impact of TDY Travel on a Civilian Employee

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

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

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

C. Income Tax Reimbursement Allowance (ITRA) for Civilians (FTR §301-11, Subpart F). A civilian employee may partially offset the additional Federal, state, and local income tax liabilities that result from official travel through eligibility for an ITRA. The ITRA will not reimburse a civilian employee for the full amount of the tax liability, as it takes into account only income taxes. The ITRA

does not compensate for employment taxes (26 U.S.C. §21 (Federal Insurance Contributions Act) or Medicare) on these amounts.

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

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

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

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

Table 2-23. IDL Impact on Per Diem

	If…	Then…
1	crossing the IDL while traveling from West to East,	the traveler gains one day of per diem. See international dateline computation example 1 and international dateline computation example 2.
2	crossing the IDL while traveling from East to West,	the traveler loses one day of per diem.

020315. Other Circumstances Impacting a Traveler's Per Diem

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

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

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

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

2. The rules on personnel traveling together begin when a traveler departs the PDS location and end at 2400 on the day that a traveler arrives at the TDY location. Then, it begins again at 0001 on the day that a traveler departs the TDY location and ends when the traveler returns to the PDS location. A civilian employee pays the food cost and operating expenses (surcharge) and is authorized

reimbursement only for the food cost.

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

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

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

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

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

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

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

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

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

F. Per Diem While Aboard a Government Ship. Per diem for the arrival day on board and departure day are based on the port rates. Per diem is not authorized on the days of arrival and departure from the ship, if the port is the traveler's PDS and meals are furnished with or without charge. The traveler is not charged lodging costs on a Government ship. If a traveler must retain lodging at the same

or prior TDY location, then the actual daily lodging cost is paid, not to exceed the locality lodging per diem ceiling for the TDY location ashore.

1. A Service member TDY aboard a ship is provided meals with or without charge, and is ineligible for per diem beginning at 0001 on the day after arrival through 2400 on the day before departing the ship.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

K. Per Diem Not Allowed During Permissive TDY. Permissive TDY is TDY at no cost to the Government. See DoD 7000.14-R, Vol. 9 (Travel Policy)for more information.

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

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

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

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

N. Travel on a Non-workday to a Location Other than the PDS. A traveler is authorized per diem on a non-duty or non-workday away from a TDY site at a location other than the residence or PDS for personal reasons. Transportation costs are not authorized and the per diem is limited to the amount the traveler would have received at the TDY site. See par. 033301 for effect of leave or administrative absence on per diem.

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

P. Brief Stay in the PDS Vicinity during a TDY

1. A civilian employee traveling between TDY locations who has to stop at the PDS airport in connection with the transportation and remain overnight at a hotel instead of going home or going to the workplace may be eligible for travel allowances. The stay at the PDS vicinity is due to circumstances

beyond the traveler's control and not for the traveler's convenience (GSBCA 16144-TRAV, November 14, 2003.

2. Per diem must be paid as specified in Section 0203.

Q. TDY Location Becomes PDS

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

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

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

2. Civilian Employee

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

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

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

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

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

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

R. Return to PDS Directed During Non-Workdays. The AO may require a traveler to return to the PDS for non-workdays provided the conditions below are met:

1. Expense for round-trip transportation and per diem or AEA en route is less than the per diem or AEA that would have been paid had the traveler remained at the TDY location.

2. The last workday at the TDY location before returning to the PDS is not adversely affected.

3. The first workday at the TDY location after return from the PDS is not adversely affected.

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

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

0204 MISCELLANEOUS REIMBURSABLE EXPENSES

Table 2-24. Miscellaneous Expenses Not Listed Elsewhere	
1	Late payment fee on the Government Travel Charge Card (GTCC*), incurred through no personal fault of the traveler, due to a mission-critical status (for example, when the traveler is unable to file a voucher due to circumstances specific to travel or when the AO does not approve the travel within 30 days, in accordance with DoDI 5154.31, Vol. 3 (DTS).
2	Expedited delivery charges for the GTCC* (when authorized or approved by the the AO).
3	An international transaction fee of up to 1% for qualifying transactions charged by the GTCC* provider, as listed on the billing statement, or a personal charge card if the Service member is exempt from using the GTCC*.
4	A merchant surcharge of up to 4% on the GTCC*, or a personal charge card if the Service member is exempt from using the GTCC*.
5	Storage of baggage or property used on official business (when authorized or approved by the the AO). The necessity must be explained in writing.
6	Foreign currency conversion fees, including cash conversions if necessary (based on the currency exchange rate at which an authorized expense was charged). Fees charged by hotels and restaurants when the GTCC* is charged using U.S. dollars instead of the local currency may not be reimbursed as a separately reimbursable expense and must be included on the receipts as part of the overall cost for the OCONUS expenses. Losses from currency conversion are not reimbursed.
7	Charges for immunizations, inoculations, and other disease-preventive medical prophylaxes that are required for official travel OCONUS, but are not available through a Federal dispensary. Only the cost of the immunization or inoculation is reimbursable, not the medical office visit.
8	The cost of a birth certificate or other acceptable evidence of birth, when required for official travel to foreign locations.
9	Guide services (when authorized or approved by the the AO).
10	Interpreter services (when authorized or approved by the the AO).
11	For costs related to a change in status or obtaining a visa, passport, or green card, when required for official travel, reimbursement is authorized for: required photographs; mandatory biometric fees; dependent fees (for example, United Kingdom Clearance fee); legal fees, if required by local laws and customs for obtaining and processing applications; inoculations and other disease-preventive measures (see item 7); and required physical examinations when not available at a Government medical facility (effective May 1, 2017). Lawyer retainer fees are not reimbursable. Official travel is normally on a no-fee passport. The AO may authorize use of a tourist passport when travel is to a high-threat or high-risk airport by commercial air. See the DoD Foreign Clearance Guide for requirements and warnings before traveling to foreign countries.
12	Automatic teller machine fees in locations OCONUS only when the AO authorizes the expense in

Table 2-24. Miscellaneous Expenses Not Listed Elsewhere	
	advance and after it was approved through the Secretarial Process by no lower than an O-6 or equivalent. The traveler must document that the GTCC* cannot be used for security or local infrastructure reasons when traveling OCONUS. The reimbursement is limited to the fees that the traveler could incur, based on the amount of cash advance that was authorized in the travel authorization.
13	The AO may authorize or approve reimbursement for the following costs related to military working dogs: a. Transportation cost of a military working dog, with the handler in the cabin, or as cargo; whether included in the handler's fare or when billed separately. b. Kennel-handling fees at the air terminal for military working dogs. c. Lodging fees and kennel handling fees at an airport or place of lodging for a military working dog. d. Cleaning fees for a rental vehicle when transporting a military working dog.
14	A baggage transfer fee may be authorized or approved limited to the customary local rate for inter model transfers between authorized transportation modes. The necessity for the transfer must be explained in writing.
15	A civilian employee may be authorized POV tax and license fees if required by the state. The POV use must be to the Government's advantage. The civilian employee's PDS must not be the state where he or she is on TDY.
16	The cost of a value added tax relief certificate used to avoid paying lodging taxes.
17	Energy surcharge fees.
18	Driver (vehicle services) when authorized or approved by the the AO.
* See Government Travel Charge Card (GTCC)	

0205 SHIPMENT AND STORAGE OF HHG WHILE ON TDY

020501. Shipment of HHG by a Service Member

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

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

1. TDY Weight Allowances

a. The AO may authorize or approve shipment of HHG up to the weight allowance in Table 2-25 designated for the Service member's grade. In addition to the HHG weights authorized in Table 2-25, the AO may also authorize shipment of professional books, papers and equipment or required medical equipment as specified in par. 051304.

(1) The Service member's grade on the day travel begins determines which weight allowance is allowed. If the travel authorization is amended, modified, canceled, or revoked, HHG must be transported to the proper destination at Government expense (see par. 051302).

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

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

(b) The weight of the TDY HHG is the actual unpacked and uncrated weight. The Transportation Officer should establish this weight before packing if possible. For details on determining the net shipping weight of HHG, see par. 0514.

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

Table 2-25. TDY HHG Weight Allowance (Pounds)

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

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

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

2. PCS Weight Allowance for Shipping HHG during TDY

a. For the following situations, the Service member's PCS weight allowance as specified in Table 5-37, may be shipped, in addition to the authorized or approved TDY shipment of HHG in Table 2-25. Circumstances and locations warranting the addition of the PCS HHG weight allowance to the TDY HHG shipment are the following:

(1) A PCS with TDY en route (see par. 052007).

(2) Orders directing a TDY with no return to the PDS, or directing the TDY pending further assignment. If the Service member is required to vacate Government quarters, then HHG may be

either packed and moved from the Government quarters to private sector housing in the old PDS vicinity, or placed in non-temporary storage (NTS) under par. 020503.

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

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

(a) PDS OCONUS.

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

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

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

(1) Other than a PCS assignment to a ship described as "unusually arduous sea duty" or considered as possible or likely to be at sea for a year or longer. PCS HHG weight allowances are authorized as specified in Table 5-37 and par. 0514. HHG may be transported to a combination of the following:

(a) The ship's home port.

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

(c) NTS identified in par. 020503.

(2) When a PCS assignment is described as "unusually arduous sea duty" or considered as possible or likely to be at sea continuously for a year or longer. PCS HHG weight allowances are authorized as specified in Table 5-37 and .par. 0514. The designation of a ship, unit, or afloat staff as "unusually arduous sea duty" must be specified in writing through the Secretarial Process. HHG may be transported to any combination of the following:

(a) The duty station OCONUS.

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

(c) NTS identified in par. 020503.

c. A Service member on a TDY order in connection with building, fitting out, converting, or reactivating a ship is authorized PCS HHG weight allowances as specified in Table 5-37 and par. 0514 if the TDY order directs duty on board when the ship is commissioned. The destination options for where to transport HHG depend on whether the sea duty is unusually arduous. If the sea duty:

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

(2) Is specified as "unusually arduous" or considered as possible or likely to be at sea continuously for a year or longer, then HHG may be transported to a combination of any location in

the CONUS the Service member specifies and NTS under par. 020503.

3. Transportation

a. The transportation methods in pars. 051403 and 0515 apply.

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

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

(2) TDY location to TDY location.

(3) From the last TDY location to the old or new PDS (see par. 051002 for a Service member released or separated from active duty from the TDY location). If the TDY is pursuant to an order directing no return to the PDS, pending further assignment, indeterminate TDY, or in connection with a PCS, see pars. 020501-B2a(1), 020501-B2a (2), and 020501-B2a (3) for locations between which shipment is authorized.

c. HHG not authorized or approved for transportation, or not within the Service member's TDY weight allowance must not be transported with authorized HHG. The Service member must arrange separate transportation of such articles at personal expense. If a HHG shipment at Government expense is discovered to include unauthorized articles, then the Service member is financially responsible for reimbursing the Government all costs expended to transport the unauthorized articles. If the cost of the articles improperly transported cannot be established, see par. 051306-D.

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

C. Lost or Destroyed HHG

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

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

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

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

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

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

placed in SIT.

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

C. Special Storage Eligibility

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

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

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

E. Storage after TDY or Deployment. HHG storage may continue for up to 90 days after the TDY or until deployment is completed. Extensions to this 90-day period may be authorized in accordance with par. 0518-A.

020503. NTS by a Service Member

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

B. NTS Allowances. NTS begins on the day the travel authorization is issued and continues for as long as any of the situations in Table 2-26 exist. NTS may continue for 90 days or less after the TDY or until deployment is completed. Extensions to this 90-day period may be authorized in accordance with par. 0518-B.

Table 2-26. NTS While on a TDY		
	If the TDY is…	**Then the last day of storage is…**
1	without a return to the PDS or is pending further assignment,*	the departure day from the TDY location when an order assigns a new PDS.
2	an ITDY,**	the departure day from the last TDY location before proceeding to the new PDS.
3	pending an assignment OCONUS or to a ship,*	the departure day from the last TDY location before proceeding to a location OCONUS or to the assigned ship.
4	in connection with building, fitting out, converting, or reactivating of a ship and duty aboard the ship when commissioned,*	the ship's arrival day at its assigned home port.
For more information about the above situations, see par. 020501-B2* and Section 0312**.		

020504. Removal of HHG from Storage by a Service Member

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

B. HHG Shipment after Storage. When applicable, HHG may be shipped to any point in the CONUS in accordance with par. 052002. HHG stored as specified in par. 0518-A or under one of the following conditions may be transported to any subsequent PDS:

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

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

3. An ITDY order.

020505. Shipment of HHG by a Civilian Employee on TDY

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

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

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

0206 TRAVEL IN AND AROUND THE PDS

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

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

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

B. Allowances

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

2. Per Diem

a. The AO may authorize per diem (see Table 2-27) if the travel period is more than 12 consecutive hours and overnight lodging is required.

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

020602. TDY within the PDS Limits under Emergency Circumstances

A. Eligibility

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

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

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

b. At a location within the PDS limits.

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

d. At overnight accommodations used for duty .

B. Allowances

1. See Section 0202 for transportation allowances.

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

020603. Travel within the PDS Local Area

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

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

B. Allowances

1. Transportation

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

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

(2) Between places of business.

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

b. Commercial transportation reimbursement is authorized or approved only if the expenses incurred for travel exceed the expenses ordinarily incurred when the traveler commutes to the PDS workplace (see local travel computation example 5, local travel computation example 6, and local travel computation example 7. Reimbursement is for actual and necessary expenses that exceed the everyday cost incurred for:

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

(2) Taxi fares.

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

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

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

(a) If the traveler ordinarily uses a POV to travel to and from the residence and POV travel is authorized or approved between the residence or the PDS, and one or more alternate work sites within the local area, the TDY mileage rate is reimbursed for the distance that exceeds the normal commuting distance. See local travel computation example 1 and local travel computation example 2.

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

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

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

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

work site.

(2) The POV's parking fees.

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

Note: See local travel computation example 3 and local travel computation example 4.

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

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

(2) A Service member who *voluntarily* travels to a medical facility to obtain a medical diagnosis or treatment is not on official business and is not authorized reimbursement for transportation.

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

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

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

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

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

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

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

Table 2-27. Per Diem within the Local Area		
1	Authorized	a. For a traveler who detaches (signs out PCS) from the old PDS, performs a TDY en route elsewhere, and returns on a TDY en route to the old PDS is authorized per diem at the old PDS (B-161267, August 30, 1967). b. For a Service member receiving per diem for incidental expenses under the Pay and Allowance Continuation Program (see DoD 7000.14-R, Vol. 7A (Active Duty and Reserve Pay).

Table 2-27. Per Diem within the Local Area		
2	Not Authorized	a. For a Service member who travels or has a TDY within the PDS limits. b. For a civilian employee who travels or has a TDY within the PDS limits or within the vicinity of or at the residence from which the commute takes place daily to the official station (CBCA 1795-TRAV, March 12, 2010, B-318229, December 22, 2009). c. At the old or new PDS for a TDY en route in connection with PCS travel. This applies even if the traveler vacated the permanent residence at the old PDS and was in temporary lodging during the TDY. d. For a Service member hospitalized at the PDS.

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

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

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

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

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

B. Allowances. The official who authorized duty outside the regular working hours or the traveler's supervisor, if such authority has been delegated, may authorize or approve reimbursement for taxi fares between the office or duty site and residence, in accordance with Service and DoD Agency regulations (58 Comp. Gen. 188 (1980); B-171969.42, January 9, 1976; B-202836, November 19, 1981; and B-307918, December 20, 2006).

020605. Recruiting Expense Reimbursement

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

B. Allowances. A recruiter is authorized a reimbursement limited to $75 per month unless an exceptional monthly expense justifies exceeding this threshold for the actual and necessary costs of:

1. Snacks, non-alcoholic beverages, and occasional lunches and dinners purchased for prospective recruits and candidates, their immediate families, and other individuals who directly assist in the recruiting effort.

2. Parking fees at itinerary stops.

3. Official telephone calls.

4. Photographic copies of vital documents for prospective recruits and candidates, such as birth certificates, school transcripts, diplomas, and registration certificates.

5. Other small, necessary recruiting expenditures.

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

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

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

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

7. Reimbursement is not authorized for:

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

b. Meals purchased for personal consumption.

8. Service regulations may authorize a funds advance.

020606. Recruiter-Related Parking Expenses

A. Eligibility. A DoD Service member or a civilian employee who incurs monthly parking expenses of more than $20 while on official duty is eligible for reimbursement when assigned to the following types of duty:

1. Serving as a recruiter for the Armed Forces.

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

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

B. Allowances. The traveler is authorized reimbursement for monthly parking expenses not to exceed $255. Monthly parking expenses of $20 or less are not reimbursed.

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

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

3. Reimbursement may be on monthly, quarterly or annual basis per Service policy.

CHAPTER 10: HOUSING ALLOWANCES

1001 INTRODUCTION

A Service member on active duty entitled to basic pay is authorized a housing allowance based on his or her grade, rank, location, and whether he or she has any dependents. A housing allowance generally is not authorized for a Service member who is assigned to appropriate and adequate Government quarters (see Section 1007 for Government quarters). If a Service member is on excess leave, neither the basic allowance for housing (BAH) nor the overseas housing allowance (OHA) accrues for any excess-leave period. If a Service member is absent without leave which is not excused as unavoidable, neither BAH nor OHA is authorized.

Table 10-1. Types of Housing Allowances

	Allowance	Description
1	BAH	Paid for housing in the United States. The BAH rate is based on median housing costs and is paid independently of a Service member's actual housing costs.
2	BAH Differential (BAH-Diff)	Paid to a Service member assigned to single-type Government quarters and who qualifies for a BAH solely due to paying sufficient child support.
3	Partial Housing Allowance (BAH-Partial)	Paid to offset the raise that was reallocated from basic pay to housing between 1980 and 1981. It is paid when a Service member without a dependent is assigned to single-type quarters, or is on either field or sea duty, and not authorized to receive a BAH or an OHA. BAH-Partial is not authorized during proceed time, leave en route, and travel time on a permanent change of station (PCS) move unless the member is assigned to single type Government quarters and not authorized BAH or OHA. The rate is fixed from those years and does not change.
4	Transit Housing Allowance (BAH-Transit)	Paid while a Service member is in travel or leave status between permanent duty stations (PDS), provided the Service member is not assigned Government quarters. The BAH-Transit rate is paid during proceed time and authorized delays en route, including a TDY en route.
5	BAH for Reserve Component (RC) Member (BAH-RC)	Paid when authorized for an RC member called or ordered to active duty for 30 or fewer days, except when called to active duty for a contingency. When an RC member is called to active duty for a contingency, even for tours of 30 or fewer days, he or she is authorized the BAH or OHA rate. The Secretary of Defense establishes BAH-RC rates.
6	OHA	Paid monthly to help offset housing expenses for a Service member or dependent authorized to live in private-sector leased or owned housing at an assigned overseas location outside the United States. OHA is based on cost reimbursement. The amount of OHA paid considers factors, such as whether the housing is shared, the appropriate utilities (see Section 1005), and whether the Service member owns or rents the housing. OHA cannot be paid if there is no rent or purchase expense for housing.
7	Family Separation Housing (FSH)	Paid to a Service member with a dependent for added housing expenses resulting from one of the following: a. Separation from the dependent when a Service member is assigned to a PDS OCONUS. b. An assignment in the CONUS when dependent travel is delayed or restricted.

100101. Definitions for Housing Allowances

A. Sharer. A sharer includes a Service member authorized an OHA or FSH-O allowance or any of the following individuals who reside with a Service member:

1. A civilian employee, including any dependents, authorized a Living Quarters Allowance (LQA) (DSSR §130) or cost of living allowance (COLA) in a non-foreign location OCONUS (see OCONUS COLA).

2. Any other person, excluding a Service member's dependent, who contributes money toward the payment of rent, mortgage, or utilities.

B. Owner-Owned Multiple Occupancy Dwelling. This is a duplex, triplex, or other type of multiple occupancy dwelling that is designed for separate private-sector housing units for more than one household. The units within the dwelling ordinarily have separate addresses or entrances. For OHA or FSH-O purposes, it would include a dwelling where the Service member and any dependents occupy a single separate unit within the dwelling and the other units are rented out.

C. Vicinity. The vicinity is the entire country, U.S. territory or possession, or state when in Alaska or Hawaii where the Service member's PDS is located. When a Service member resides with a dependent and commutes to the PDS, the dependent is considered to be residing at or in the vicinity of the PDS even if in an adjacent country or state. However, if the Service member has to maintain separate households and maintaining separate households is authorized or approved through the Secretarial Process, a dependent is not residing in the PDS vicinity for FSH purposes. A commander may submit a request for determination through the appropriate channels to the applicable office listed in Table 10-2.

Table 10-2. Offices That Determine PDS Vicinities

	Service or Agency	Appropriate Channel
1	Army	Through appropriate personnel and command channels to: HQDA, DCS, G-1, ATTN: DAPE-PRC, Army Military Advisory Panel Member, Room 2B453, 300 Army Pentagon, Washington, DC 20310-0300.
2	Navy	Through appropriate command channels to: Chief of Naval Personnel (N-130C), Building 12, Room 3R180, 701 South Courthouse Road, Arlington, VA 22204-2472.
3	Air Force (USAF)	Through appropriate command channels to: HQ USAF/A1PA, 1500 West Perimeter Road, Suite 4790, Joint Base Andrews NAF, MD 20762-6604.
4	Marine Corps (USMC)	Through appropriate command channels to: Headquarters U.S. Marine Corps, Manpower and Reserve Affairs (MPO), 3280 Russell Road, Quantico, VA 22134-5143.
5	Coast Guard	Directly to: Commandant (CG-1332), U.S. Coast Guard, STOP 7907, 2703 Martin Luther King Jr. Avenue, SE, Washington, DC 20593-7907.
6	National Oceanic and Atmospheric Administration (NOAA)	Directly to: Director, Commissioned Personnel Center, NOAA Corps (ATTN: Military Advisory Panel Member), PDTATAC (CPC1), 8403 Colesville Road, Suite 500, Silver Spring, MD 20910-6333.
7	U.S. Public Health Service (USPHS)	Directly to: Director, Division of Commissioned Corps Personnel and Readiness (ATTN: PDTATAC MAP Member), 1101 Wootton Parkway, Plaza Level, Suite 100, Rockville, MD 20852-1061.

D. Government Quarters

1. Government quarters include:

a. U.S. Government owned or leased sleeping accommodations or family-type housing.

b. Lodging or other quarters obtained by U.S. Government contract.

c. Dormitories or similar facilities operated by a cost-plus-a-fixed-fee contract.

d. Sleeping or housing facilities furnished by a foreign government on the Government's behalf.

e. Quarters in a state-owned National Guard camp.

2. For BAH purposes, the term does not include privatized housing or transient facilities, such as temporary lodging facilities, guesthouses, hostess houses, or hotel-type accommodations built or operated by non-appropriated fund activities. Government quarters converted to privatized housing are no longer Government quarters.

E. Rental Charge. A rental charge is a fee for occupancy and does not include service charges for linens, cleaning, maintenance, or similar costs.

F. Primary Residence for RC Member. See Appendix A

100102. Housing-Allowance Rates and Applicable Dates

A. Rates. The housing-allowance rates are each determined as specified in Table 10-3.

Table 10-3. Housing Allowances Rate Determinations

Type		Applicable Rate Determination
1	BAH	a. The Per Diem, Travel and Transportation Allowance Committee (PDTATAC) determines adequate housing costs in a military housing area (MHA) for all Service members authorized BAH. PDTATAC bases the determination for housing allowances upon the cost of adequate rental housing for civilians with comparable income levels in the same area. b. An adjustment in the BAH rates due to a PDTATAC redetermination of housing costs in an MHA takes effect with the pay raise each year. c. An MHA is defined geographically by ZIP Code within the United States. Major military population areas are further identified by a combination of a two-digit code for the state and a three-digit numerical designation within the state. For small military population areas, ZIP Codes are aggregated into areas of similar housing cost and designated as county cost groups.
2	BAH-Diff	The BAH-Diff is a fixed rate and is the difference between the with-dependent Basic Allowance for Quarters (BAQ) rate and the without-dependent BAQ rate as of December 31, 1997 based on the Service member's grade and increased each year by the average pay raise percentage.
3	BAH-Partial	The BAH-Partial rate is the difference in basic pay between the 1980 and 1981 reallocated pay raises and what those basic pay rates would have been without the raise reallocation. The rate is statutory and does not change.

Table 10-3. Housing Allowances Rate Determinations		
Type		**Applicable Rate Determination**
4	BAH-Transit	The BAH-Transit rate varies depending on the old PDS location and the housing-allowance type received. Unless a location-specific rate is payable, the default BAH-Transit rate is a fixed rate the amount of BAQ on December 31, 1997, incremented by the average housing allowance increase each year.
5	BAH-RC	The BAH-RC rate for a period of active duty for a non-contingency operation of 30 or fewer days is a fixed rate the BAQ amount on December 31, 1997, incremented by the average housing allowance increase each year.
6	OHA	a. PDTATAC determines adequate housing costs in a locality for all Service members authorized OHA by location. b. OHA rate ceilings are calculated based on data provided by commanders OCONUS and actual rent data derived from pay systems. c. The PDS geographic location governs the OHA rate payable unless otherwise specified. See Overseas Housing Allowance (OHA) for how geographic locations are determined.
7	FSH	a. FSH-B is payable in a monthly amount equal to the without-dependent BAH rate for the same location applicable to the Service member's grade and PDS. b. FSH-O is payable in a monthly amount up to the without-dependent OHA rate for the same location applicable to the Service member's grade and PDS, and is computed under the same rules and conditions as OHA.

B. Housing Allowance Start and Stop Dates. The authorizing document for OHA is DD Form 2367 (OHA Report). Table 10-4 specifies the date to start BAH or OHA for a Service member with a dependent. Table 10-5 specifies the date to stop housing allowances based on changes in the status of a sole dependent. Table 10-6 specifies the date to stop BAH or OHA for reasons other than a change in the status of a dependent. Situations not covered in these tables are contained elsewhere in this chapter.

1. Start. Unless specifically authorized elsewhere in this Chapter, PDS housing allowance eligibility starts on a Service member's reporting day to a new PDS. OHA starts on the day a Service member obtains private-sector housing. If the Service member is authorized a monetary allowance in lieu of transportation (MALT) plus per diem (MALT Plus) on the reporting day, OHA eligibility starts on the day after the Service member's reporting day. When a home port change is involved, ordinarily a housing allowance based on the rate for the new home port starts on the effective date of the home port change.

Table 10-4. Date to Start BAH or OHA for a Service Member with a Dependent		
If a Service member…		**Then BAH or OHA at the with-dependent rate begins on the date…**
1	enlists, or is called to extended active duty and is not assigned Government quarters for his or herself and any dependents on that date,	of enlistment or entry on active duty.
	is appointed to commissioned or warrant officer status and is not assigned Government quarters on that date,	active-duty pay begins.
2	occupies Government quarters with a dependent and quarters assignment ends,	the quarters assignment ends, unless a dependent continues to occupy the quarters. If definite quarters assignment was not required, then BAH or OHA begins the date that quarters are vacated.

Table 10-4. Date to Start BAH or OHA for a Service Member with a Dependent		
If a Service member…		**Then BAH or OHA at the with-dependent rate begins on the date…**
3	occupies Government quarters with a dependent and the Service member and dependent depart the PDS pursuant to a PCS order,	the PCS departure date, unless a dependent continues to occupy the quarters. If definite quarters assignment was not required, then BAH or OHA begins the date that quarters are vacated.
4	continues to occupy Government quarters with a dependent after the quarters are declared inadequate,	the quarters are designated inadequate.
5	acquires a dependent, including a dependent acquired while on authorized leave, and is not assigned Government quarters on that date,	the dependent is acquired.*
6	acquires a dependent while in an unauthorized absence status and is not assigned Government quarters for his or herself and dependents on that date,	the Service member returns to a pay status after apprehension or surrender. If a change occurs to the status of a dependent on whose behalf BAH or OHA existed on the date an unauthorized absence commenced, a Service member must reestablish the right to BAH or OHA.
7	claims a dependent parent,	determined or approved by authority specified in par. 100202-B, as applicable.
8	claims an individual who has not yet been determined to be a dependent,	
*This applies to the sole dependent of a Service member. It applies to any dependent on whose behalf a Service member is authorized increased BAH or OHA. BAH or OHA starts with date of the Service member's marriage even if the marriage occurs on same day as a divorce. When the biological parents of an illegitimate child marry, the child becomes a legitimate dependent for BAH or OHA purposes. Refer also to Table 10-31 and Table 10-32 for rules on when BAH and OHA start and stop when a Service member acquires a dependent.		

2. Stop. Unless an extension is authorized or approved under par. 100902, or the PCS move is a close proximity move as specified in pars. 100901 and 100902, the OHA and the FSH-B or FSH-O allowances stop on any of the following:

a. The day the Service member's OHA, FSH-O, or FSH-B lease ends.

b. The day before the Service member departs due to a PCS order.

c. The day before the effective date a Service member's assigned ship or unit changes its home port from OCONUS. However, a Service member without a dependent is authorized a housing allowance based on the old home port until the day the Service member moves back aboard the ship under all of the following conditions:

(1) The Service member is undergoing a home port change.

(2) The ship does not depart from the old home port before or on the home port change effective date.

(3) Quarters on board the ship are not available (for example, because the ship is

dry-docked).

d. Assignment to Government quarters.

Table 10-5. Date to Stop Housing Allowances based on Change in Dependent's Status		
If the sole dependent…		**Then stop the with-dependent housing allowance at midnight of the day…**
1	is divorced,	of the final decree of divorce. This also applies when an affinitive relationship between a Service member and stepchild ceases due to divorce from the child's parent.
2	is a spouse in a voidable, but not void marriage, which is dissolved by final annulment decree,	before the date of the decree. No BAH or OHA payment may be made on or after date of the decree, regardless of credits accrued and not paid. BAH or OHA paid before the date of decree may be retained. This also applies when an affinitive relationship between a Service member and stepchild ceases due to annulment of a marriage.
3	is a spouse in an invalid or void marriage,	before discovery of marriage invalidity. No housing allowance payment may be made on or after the date of discovery, regardless of credits accrued and not paid. Retention of BAH or OHA paid before that time depends on validation specified under DoD 7000.14-R, Vol. 7A (Active Duty and Reserve Pay).
4	becomes of age, except a child who is incapable of self-support due to mental or physical incapacity,	before the child's 21st birthday or the 23rd birthday if a full-time student. See par. 100201 regarding dependents over age 21.
5	marries, regardless of age, or mental or physical incapacity,	of the dependent's marriage. This applies even when a dependent's marriage is to a Service member who is also authorized BAH or OHA on the dependent's behalf for that date.
6	is adopted by a third party by interlocutory order or decree that changed the legal relationship,	before date of adoption.*
7	is adopted by a third party and a final order or decree has been entered,	before the date of adoption.
8	enters military service,	before the day of entry into military service.
9	stops being dependent on the Service member,	before the date that dependency ceases.
10	dies,	of death.
*For determination as to whether the order or decree caused a changed legal relationship, an Army or Air Force case must be sent to Defense Finance and Accounting Service-Indianapolis (DFAS-IN), a Navy case to Defense Finance and Accounting Service-Cleveland (DFAS-CL), and a USMC case to Commandant of the Marine Corps. A case involving a USPHS member must be sent to the Director, Division of Commissioned Corps Personnel and Readiness, to the attention of "Defense Enrollment Eligibility Reporting System (DEERS) Determination."		

Table 10-6. Date to Stop BAH or OHA—Other Changes		
	If a Service member…	**Then stop BAH or OHA at midnight the day…**
1	is furnished Government quarters at the PDS, adequate for the Service member and any dependents,	before quarters are assigned or, if definite assignment was not made, the day before occupancy begins.*
2	is furnished quarters, whether by cash or in kind, on behalf of the United States, adequate for the Service member and any dependents,	before quarters are furnished.
3	and a dependent occupies rehabilitated Government quarters that were inadequate but are now designated as adequate,	before the effective date of re-designation as adequate Government quarters.
4	is discharged or released from active duty,	of discharge or release.
5	retires,	before the retirement effective date.
6	dies,	of death.
*When a dependent is prevented from occupying the assigned quarters due to an order from an appropriate authority, BAH or OHA continues until transportation is arranged for HHG and is available for the dependent (if prompt application is made) plus the normal travel time for a dependent to reach the Service member's station using a direct route.		

1002 DETERMINING DEPENDENCY

100201. Dependent

A. Eligibility

1. A Service member's lawful spouse and legitimate, unmarried, minor children are always dependents for housing allowance purposes, except as specified in this Section.

2. An unmarried minor child of an invalid marriage, or a marriage annulled as void or voidable, is a dependent for housing allowance purposes.

3. An incapacitated child over age 21, a ward of the court, or an unmarried child over age 21 and under age 23 who is attending college full time requires an "in-fact dependency," as specified in Service regulations. The child is a secondary dependent and must be dependent upon the Service member for over one-half of the child's support. The child's income, not counting the Service member's contributions, must be less than one-half of the child's living expenses and the Service member's contribution must be more than one-half of the child's monthly living expenses.

B. No Authority on Dependent's Behalf. A Service member is not authorized a housing allowance for any of the following:

1. A minor child entitled to basic pay as a uniformed Service member on active duty. This includes a minor child attending a military Service academy where the United States furnishes quarters.

2. A spouse on active duty in a Uniformed Service entitled to basic pay and allowances. See Section 1003 for housing allowances when two Service members married to each other are both entitled to basic pay and allowances.

3. A dependent for whom the Service member is no longer required to provide support.

4. A dependent for whom the Service member has not provided required proof of adequate support, when necessary as specified in par. 100203.

5. A dependent whom the Service member fails to support (see par. 100203).

6. A dependent whose whereabouts are unknown and whose absence and whereabouts remain unexplained.

7. A former spouse to whom the Service member is paying alimony.

8. A dependent who occupies Government quarters as a permanent residence without payment of a rental charge. See par. 100207 for an exception when the child is living with the Service member's former or estranged spouse.

9. A child for whom the Service member pays child support and the following conditions exist:

a. The child is in another active-duty Service member's custody, including a former spouse, as specified in this Section.

b. The Service member with custody of the child is assigned to Government or Government-leased family quarters, or receives a with-dependent housing allowance on behalf of the child. This does not include privatized housing.

10. A child after adoption by a third party and the final adoption order or decree has been entered. When the Service member supports the child pending a final decree, authority for a housing allowance continues after an interlocutory decree of adoption has been entered if the decree does not change the legal relationship between the child and the Service member.

C. Spouse in Foreign Military. A Service member is authorized a housing allowance for a spouse in the military service of a government other than the United States. The Service member is authorized a housing allowance even if the foreign government furnishes a residence or pays a monetary allowance in lieu of a residence for the spouse.

100202. Determinations and Fraudulent Claims

Dependency must be determined before a housing allowance is authorized. After initial approval, the Services must maintain adequate levels of internal audit to assure the legality, propriety, and correctness of all housing allowance payments. See individual Service regulations for procedures.

A. Determinations. In determining relationship or dependency for housing allowance eligibility, the appropriate officials must apply the rules in this section. The Service Secretary or designee makes all determinations of relationships or dependency for a primary dependent. The designee may re-delegate. Otherwise, the Army disbursing officer or designee, the USAF Financial Services Office (FSO) or designee, and offices specified in this Section for the Navy and the USMC make determinations. The Defense Finance and Accounting Service (DFAS) determines relationships and dependency for secondary dependents and individuals whose status as a primary dependent is questionable for the Army, USAF, or Navy. The Commandant of the Marine Corps (CMC-MFP-1) determines relationships and dependency for secondary dependents and individuals whose status as a primary dependent is questionable for the

USMC. Determinations for relationships or dependency for non-DoD Services is per Service regulations.

1. Dependent Status Certification. Upon arrival at a new PDS, each Service member authorized a housing allowance for a dependent must recertify the status of the dependent to the Secretary concerned to support a housing allowance on the dependent's behalf. If a Service member fails to provide the certification, the housing allowance on the dependent's behalf stops at the end of the month in which the certification is due. A housing allowance at the appropriate partial or without-dependent rate is paid unless the Service member is not authorized that allowance for some other reason. A housing allowance at the with-dependent rate is authorized effective the date the Service member provides proper certification. The higher rate is not retroactive unless the Service member's commander certifies that the failure to recertify promptly was for reasons beyond the Service member's control.

2. Dependency Re-determinations. Annual re-determination of dependency is required for a Service member who claims a housing allowance for any of the following dependents:

a. A parent, parent in-law, stepparent, parent by adoption, or a person who serves in loco parentis.

b. A student 21 and 22 years of age.

c. An incapacitated child over age 21.

d. A ward of a court.

e. Any dependent of an RC member. The RC member must recertify the dependent's status at least every 3rd year from the previous certification or when a dependent's status changes.

B. Determining Dependency Relationship for Service Member's Child.

1. Army. Submit requests for determinations in accordance with this paragraph and Table 10-7.

Table 10-7. Army: Unmarried Child Claimed as Dependent

	If the child is…	Then…
1	under age 23 and a full-time student	student determinations are made by the Personnel Officer
2	under age 21, even if in the custody of someone other than the Service member (divorced spouse, parent, etc.) and either of the following apply: a. is legitimate or legitimized by marriage of blood parents, b. is adopted, the certified court adoption papers are available, and the child has no income from a source other than the Service member and is dependent on the Service member for a substantial portion of his or her support	the Disbursing officer or designee makes the determination. In the case of an Army Reserve Component member, the initial determination can be made by the Reserve Component unit commander or servicing Military Personnel Officer.

Table 10-7. Army: Unmarried Child Claimed as Dependent		
	If the child is…	**Then…**
3	a step child under age 21, even if in the custody of someone other than the Service member (divorced spouse, parent, etc), and the Service member is a Reserve Component member	the initial determination can be made by the Reserve Component unit commander or servicing Military Personnel Officer. If the Reserve Component unit commander or servicing Military Personnel Office cannot make a determination, the claim is sent electronically to DFAS-IN, Military Pay Operations, (ATTN: JFLAKA), 8899 East 56th Street, Indianapolis, IN 46249-0855.
4	a step child under age 21, even if in the custody of someone other than the Service member (divorced spouse, parent, etc), and both of the following apply, the: a. child does not have income from a source other than the Service member; b. Service member is *not* a Reserve Component member	the Disbursing officer or designee makes a determination, and sends the claim electronically to DFAS through the Ask DFAS website, and go to the Secondary Dependency Claims (SDC) location. Only if electronic submission is unavailable may requests be submitted to the U.S mail address: DFAS-IN, Military Pay Operations (ATTN: JFLAKA), 8899 East 56th Street, Indianapolis, IN 46249-0855
5	any other child claimed as a dependent	the claim should be sent electronically to DFAS through the Ask DFAS website, and go to the Secondary Dependency Claims (SDC) location. Only if electronic submission is unavailable may requests be submitted to the U.S mail address: DFAS-IN, Military Pay Operations (ATTN: JFLAKA), 8899 East 56th Street, Indianapolis, IN 46249-0855.

2. Navy. The Disbursing Officer makes the determination for any person who can qualify as a dependent of a Service member in the Navy. Submit all doubtful cases through channels to the Defense Office of Hearings and Appeals (DOHA). Table 10-8 specifies the rules for determining the dependency relationship for a Service member in the Navy for the purposes of a housing allowance when the dependent claimed is an unmarried child.

Table 10-8. Navy: Unmarried Child Claimed as Dependent		
	If the child is a dependent…	**Then…**
1	age 21 or older,	DFAS-CL makes the determination or DFAS-CL submits the case to the Defense Office of Hearings and Appeals (DOHA). Student determinations are made at the local Personnel Support Detachment or by the Personnel Officer for the Navy.
2	under age 21 and is a stepchild or adopted child and the child's dependency relationship is not questionable,	the Disbursing Officer makes the determination.
3	under age 21 and is a child born out of wedlock (in other words, whose parents were not married to each other at the time of the child's birth) and the child's dependency relationship is not questionable,	
4	under age 21,	the Disbursing Officer or the commanding officer of a battalion squadron or separate detached
5	under age 21 and is of the present or former	

	spouse,	command makes the determination. Submit questionable cases to the Commandant of the Marine Corps.

3. USAF. If the dependent claimed is an unmarried child over age 21 and is incapable of self-support, then the USAF FSO or designee makes the determination. In this case, the dependent must actually be dependent on Service member for a substantial portion of support. Submit requests for determinations in accordance with Table 10-9.

Table 10-9. Air Force: Unmarried Child Claimed as Dependent		
	If the child is unmarried and…	**Then determinations are made by the …**
1	a dependent under age 23 and a full-time student,	USAF FSO or his or her designee and the claim must be sent to DFAS-IN/JFLTBA or the Defense Office of Hearings and Appeals (DOHA)* for decision.
2	under age 21, even if in the custody of someone other than the Service member, such as a divorced spouse or parent, and the child is legitimate or legitimated by marriage of biological parents,	USAF FSO or his or her designee.
3	under age 21, even if in the custody of someone other than the Service member, such as a divorced spouse or parent, and the child: a. is adopted, the certified court adoption papers are available, b. has *no* income from a source other than the Service member, and c. is dependent on the Service member for a substantial portion of his or her support,	USAF FSO or his or her designee
4	under age 21, even if in the custody of someone other than the Service member, such as a divorced spouse or parent, and the child: a. is adopted, the certified court adoption papers are available, b. has income from a source other than the Service member, and c. is dependent on the Service member for a substantial portion of his or her support, d. is an illegitimate child of the spouse, when the Service member is not the biological parent,	USAF FSO or his or her designee and the claim must be sent to DFAS-IN/JFLTBA or the Defense Office of Hearings and Appeals (DOHA)* for decision.
5	under age 21, even if in the custody of someone other than the Service member, such as a divorced spouse or parent, and the child is: a. adopted, the certified court adoption papers are *unavailable*, and b. dependent on the Service member for a substantial portion of his or her support,	USAF FSO or his or her designee and the claim must be sent to DFAS-IN/JFLTBA or the Defense Office of Hearings and Appeals (DOHA)* for a decision. If this is an interlocutory decree of adoption, case must be submitted to DFAS-IN for determination.
6	under age 21, even if in the custody of someone other than the Service member, such as a divorced spouse or parent, and the child does *not* have income from a source other than the Service member,	USAF FSO or his or her designee.

Table 10-9. Air Force: Unmarried Child Claimed as Dependent		
If the child is unmarried and…		**Then determinations are made by the …**
7	under age 21, even if in the custody of someone other than the Service member, such as a divorced spouse or parent, and the child has income from a source other than the Service member,	USAF FSO or his or her designee and the claim must be sent to DFAS-IN/JFLTBA or onward to the Defense Office of Hearings and Appeals (DOHA)* for a decision.
8	incapable of self-support and is dependent on Service member for substantial portion of support,	USAF FSO or his or her designee and the claim must be sent to DFAS-IN/JFLTBA or onward to the Defense Office of Hearings and Appeals (DOHA)* for a decision.
*See Defense Office of Hearings and Appeals (DOHA)		

4. USMC. For any determination concerning a combination of a spouse and an unmarried legitimate child, and the dependent child is under age 21, the commanding officer of a battalion, squadron or separate detached command makes the decision. Table 10-10 specifies the rules for determining the dependency relationship for a Service member in the USMC for the purposes of a housing allowance when the dependent claimed is an unmarried child.

Table 10-10. USMC: Unmarried Child Claimed as Dependent			
If the Service Member is…		**And…**	**Then…**
1	an officer	the dependent is a legitimate child,	the commanding officer of a battalion, squadron or separate detached command, or the Disbursing Officer makes the determination. Submit questionable cases to the Commandant of the Marine Corps.
		the dependent is a child out of wedlock,	
2	an officer or is enlisted	the child is age 21 or over,	the Commandant of the Marine Corps makes the determination, including if the dependent is a student.
		the dependent is a stepchild or adopted child and the child's dependency relationship is not doubtful,	either the commanding officer of a battalion, squadron or separate detached command, the Commandant of the Marine Corps, or the Disbursing Officer makes the determination.
3	is enlisted	the dependent is a child out of wedlock and the child's dependency relationship is not doubtful,	the Commandant of the Marine Corps or the Disbursing Officer makes the determination.

C. Fraudulent Claims. Any Service member who submits a claim for a housing allowance that contains a false statement is subject to court-martial or criminal prosecution. Fraudulent acceptance of benefits may cause a civilian recipient to be subject to criminal prosecution. The law provides for severe penalties of imprisonment and a fine. For military personnel, it may include a punitive separation, total forfeitures, and confinement.

D. Marriage Status Determination. Any case in which the validity of a Service member's marriage is questionable is a case of a doubtful relationship. This paragraph outlines different types of relationships where validity is doubtful for housing allowance purposes. Submit requests for determination on validity of a marriage in doubtful cases or for validation of payments as specified in Table 10-11.

1. Remarriage within Prohibited Period Following Divorce. Under the laws of some states, a

marriage is not dissolved until a specified period has elapsed after a divorce decree is granted, and remarriage is prohibited within the specified period. In all states that grant an interlocutory decree before granting a final divorce decree, remarriage may not occur before the final decree is granted.

2. Marriage by Proxy. Proxy marriages are valid if performed in a jurisdiction that recognizes common law marriages and has no statute or judicial determination prohibiting proxy marriages.

3. Marriage by Telephone. A marriage by telephone is recognized only if a statute or court decision authorizes or recognizes telephone marriages in the jurisdiction where the marriage was performed.

4. Common Law Marriages. Under laws of certain states, persons who do not obtain a license to marry or go through certain other formalities may enter into a common law marriage. Common law marriages entered into in those states are valid if they are contracted in accordance with state law.

5. Foreign Nation Divorce. A foreign nation divorce may or may not be recognized as valid in the United States depending on several factors. These factors include place of residence of the parties involved, whether they appeared in person to obtain the divorce, and applicable state laws. Any claim involving the remarriage of a Service member following a foreign nation divorce and any claim by, or on behalf of, the spouse from whom the Service member has obtained a foreign nation divorce are cases of doubtful relationship. A claim based on a Service member's marriage to a person who has obtained a foreign nation divorce is also a doubtful case.

6. Void Marriage. If a Service member's marriage is void, for example, due to a preexisting marriage of the spouse, the Service member has no lawful spouse and is not authorized a housing allowance at the with-dependent rate due to the purported marriage. When marriage invalidity is discovered, no further housing allowance payments at the with-dependent rate may be made. See Table 10-5 to determine when to stop housing allowance payments. The Service member may retain payments already received if they are validated under DoD 7000.14-R, Vol. 7A, Chapter 50 (Stoppages and Collections other than Courts Martial Forfeitures), for DoD Services or Service written material for non DoD Services. When validity of a marriage is questionable, submit the case to the office specified in Table 10-11 for a determination on the validity of the marriage and, if necessary, validation of payments already made.

7. Annulled Marriage. If a Service member's marriage is annulled by a court decree, no further housing allowance payments may be made. The Service member may retain payments received before the effective date of the decree. Retention of payment in some annulment cases based on legal factors must be validated under DoD 7000.14-R, Vol. 7A, Chapter 50 (Stoppages and Collections other than Courts Martial Forfeitures), for DoD Services or Service written material for non-DoD Services. Submit all annulment cases to the office specified in Table 10-11 for review and, if necessary, validation of payments made.

Table 10-11. Determination of Marriage Validity

	Service or Agency	Appropriate Channel
1	Army and USAF	Submit requests electronically to DFAS through the Ask DFAS website, and go to the Secondary Dependency Claims (SDC) location. Only if electronic submission is unavailable may requests be submitted to the U.S. mail address: DFAS-IN, Military Pay Operations (ATTN: JFLAKA), 8899 E. 56th Street, Indianapolis, IN 46249-0855.

Table 10-11. Determination of Marriage Validity		
Service or Agency		**Appropriate Channel**
2	Navy	DFAS-IN, Office of General Counsel, Military & Civilian Pay, 8899 E. 56th Street, Indianapolis, IN 46249-0160.
3	USMC	Commandant of the Marine Corps (MFP-1), 2008 Elliot Road, Quantico, VA 22134-5143.
4	Coast Guard	Commanding Officer (LGL), Coast Guard Pay and Personnel Center, Federal Building, 444 S.E. Quincy Street, Topeka, KS 66683-3591.
5	NOAA	Director, Commissioned Personnel Center, 8403 Colesville Road, Suite 500, Silver Spring, MD 20910-6333.
6	USPHS	Office of Commissioned Corps Support Services, Attention: Compensation Branch, 5600 Fishers Lane, Room 4-50, Rockville, MD 20857-0001.

E. Spousal Dependency Determination. Table 10-12 specifies who determines a dependency relationship for the purposes of a housing allowance when the dependent claimed is a spouse. Unless otherwise specified, the rules for the Navy and the USMC apply regardless of a Service member's rank.

Table 10-12. Spouse is the Dependent Claimed			
Service		**If the marriage is…**	**Then…**
1	**Army**	lawful,	the Army disbursing officer or designee makes the determination. In the case of an Army RC member, the RC unit commander or servicing Military Personnel Officer can make the initial determination.
		legally questionable, which includes a common law spouse, those married by proxy or telephone or within a prohibited period following a divorce, or a divorce granted by a foreign country, and purported marriages,	a claim must be submitted through the chain of command to DFAS-IN for determination or to the Defense Office of Hearings and Appeals (DOHA)*.
2	**Navy**	lawful,	the Disbursing Officer makes the determination.
		of doubtful legality,	a claim must be submitted through the chain of command to DFAS-IN, Office of General Counsel, Military and Civilian Pay Division, for determination or to the Defense Office of Hearings and Appeals (DOHA)*.
3	**USAF**	lawful,	the USAF FSO or designee makes the determination.
		legally questionable, which includes a common law spouse, those married by proxy or telephone or within a prohibited period following a divorce, or a divorce granted by a foreign country, and purported marriages,	a claim must be submitted through the chain of command to the USAF FSO or designee for determination; and also through the chain of command to DFAS-IN for determination or to the Defense Office of Hearings and Appeals (DOHA)*for a decision.
4	**USMC**	contracted with states or territories by a legal, civil, or religious ceremony and neither has been previously married, or one spouse has	the commanding officer of a battalion squadron or separate detached command makes the determination.

Table 10-12. Spouse is the Dependent Claimed		
Service	**If the marriage is…**	**Then…**
	been previously married and that marriage was dissolved by death, final decree of divorce, or by annulment that did not prohibit remarriage,	
	legally questionable, which includes a common law spouse, those married by proxy or telephone or within a prohibited period following a divorce, or a divorce granted by a foreign country, and purported marriages,	the Commandant of the Marine Corps makes the determination.
*See Defense Office of Hearings and Appeals (DOHA)		

100203. Providing Support for Dependent

A. Proof of Support. Proof of support of a lawful spouse or unmarried, minor, legitimate child of a Service member is generally not required. However, when an appropriate office receives evidence or a complaint from a dependent of nonsupport or inadequate support, proof of adequate support is required as specified in this paragraph.

B. Non-support. A Service member who fails to support a dependent on whose behalf a housing allowance is received is not authorized a housing allowance on that dependent's behalf. A Service member does not avoid the legal responsibility to comply with a court order for support by forfeiting a housing allowance. Housing allowances must be recouped for nonsupport or inadequate support periods. Subsequently paying support arrears does not authorize a Service member a housing allowance for the dependent unless one of the following caused the nonsupport or inadequate support:

1. The Service's mission requirements.

2. Outside agencies' actions determined by Service regulations to be beyond the Service member's control.

C. Unstated Support Amount or Release from Support Responsibility. A legal separation agreement, court decree, judgment, or order that is silent on dependent support, does not state the dependent support amount, or absolves the Service member of dependent support responsibility does not affect a Service member's housing allowance. This is true regardless of the jurisdiction in which the decree, agreement, or order was issued or of the dependent's domicile. The Service member is authorized a housing allowance on behalf of a dependent if the Service member contributes to the dependent's support in an amount that is not less than the applicable BAH-Diff rate.

D. Legal Separation Agreement or Court Order Stating Support Amount. When there is a court order or legal separation agreement stating the support amount, a Service member must contribute to the dependent's support the amount specified. In no case may the support payments be less than the applicable BAH-Diff rate.

E. Joint Legal Custody. When a Service member is divorced from a person who is not a Service member, they share joint legal custody of a child, and the former spouse is awarded primary physical custody, then the Service member is a non-custodial parent for housing allowance purposes.

1. When the Service member's court-ordered child support is less than the applicable BAH-Diff rate and the Service member is not residing in, or assigned to, Government quarters, the Service

member is only authorized a housing allowance at the without-dependent rate.

2. When a Service member not assigned to Government quarters pays additional support to the former spouse who has primary custody of the child so that the total child support provided is equal to or more than the BAH-Diff rate, he or she is authorized a housing allowance at the with-dependent rate.

F. Temporary Custody. When a Service member has temporary custody of a child and they reside in a private-sector residence, the cost of maintaining the residence is not a factor in determining authority for the with-dependent housing allowance rate and may not be used instead of, or in addition to, child support to qualify for increased allowances. The dependent child must reside with the Service member on a non-temporary basis, which is a period of 91 or more consecutive days, for the Service member to qualify for the with-dependent housing allowance rate for the temporary period. The cost of maintaining a home may not be added to the amount of child support to qualify for the increased allowances.

G. Adequate Support. When a court order or legal separation agreement does not establish support requirements, a Service member must provide a support amount that is at least equal to the BAH-Diff rate applicable to the Service member's grade. The support amount required to retain or receive a housing allowance for a dependent is not necessarily adequate to meet Service policies. The Service concerned may have additional requirements for support in the absence of a legal separation agreement or court order.

H. Increase in Support Required by Increase in BAH-Diff Rates. Whenever BAH-Diff rates increase, the minimum amount of dependent support required for housing allowance purposes increases to the new rate. A Service member receiving a housing allowance on behalf of a dependent must increase the amount of support within 60 days of the increase to continue receiving the housing allowance.

I. Settlement Agreement.

1. Property settlements made under a court order or written agreement are not considered support for housing allowance purposes.

2. Payments made under a settlement in place of support are considered support only for the period specified in the written agreement or court order.

3. A lump-sum settlement in place of support made under written agreement or court order is support for the period the lump sum would reasonably cover the dependent's support.

J. Interlocutory Decree of Divorce. If an interlocutory decree of divorce does not provide for support to the former spouse, the Service member is not authorized a housing allowance for the former spouse after the date of the decree unless the Service member provides proof of support.

100204. Dependent Parent

A. Determination. A parent's dependency is determined based on an affidavit submitted by the parent and any other evidence required under applicable regulations. A legal guardian may complete the form for a mentally incompetent parent. Table 10-13 specifies who determines a dependency relationship for the purposes of a housing allowance when the dependent claimed is a parent, including a person acting in loco parentis. If there is a question on whether the parent is or is not a dependent, then the authority in Table 10-13 submits a request through the appropriate chain of command to the authority in Table 10-11

for a dependency determination. When necessary, a request may be submitted through the appropriate chain of command to the Defense Office of Hearings and Appeals (DOHA) for a decision.

Table 10-13. Dependent Claimed is a Parent		
Service		**Authority Who Determines Dependency**
1	Army	Army disbursing officer or designee
2	Navy	DFAS-CL
3	USAF	USAF FSO or designee
4	USMC	Commandant of the Marine Corps

B. Dependency Requirement. A Service member is authorized a housing allowance on behalf of a parent who depends on the Service member for more than one-half of the parent's support. The parent's income, not counting the Service member's contribution, must be less than one-half of the parent's monthly living expenses and the Service member's contribution must be more than one-half of the parent's monthly living expenses. A parent's residence in a charitable institution, public or private, does not prohibit the Service member from receiving a housing allowance for the parent when the following conditions are met as well as any other Service requirements:

1. Family Unit Rule. In determining a parent's dependency, consider the total income and expenses of the family unit that includes the parent. Ordinarily, the Service member's contribution to the expenses of the family unit must exceed one-half of its total expenses before any one person in the family unit can be considered dependent on the Service member. When application of the family unit rule results in manifest injustice, consider any other available evidence of dependency, and determination made according to principles of equity and good conscience.

2. Income. Unliquidated capital assets are not income, and parents are not required to deplete their capital assets to establish dependency on a Service member for housing allowance purposes. However, the following are considered income when determining whether a parent is dependent on the Service member:

a. Proceeds derived from the liquidation of capital assets.

b. Amounts placed in reserve for depreciation of property held for income ordinarily are available for a parent's current living expenses.

c. Contributions made to a parent by a charitable organization.

d. Payments made to the parent from the Social Security Administration, unemployment compensation, and financial assistance from governmental agencies.

e. Pensions received by the parent.

f. Uninvested capital. If a parent has capital that is not invested, compute the income return at 5.25% a year.

C. Change in Dependent Status. If the parent becomes a dependent due to changed circumstances, and the Service member contributes over one-half of the parents' support, a housing allowance is authorized from the date the contribution began. A Service member is authorized a housing allowance for any active-duty period when the parent is a dependent, whether the dependency occurred before or after the Service member entered service.

D. Stepparent. A stepparent or stepchild relationship ends upon divorce from the biological parent, but not necessarily upon the biological parent's death. A housing allowance for a stepparent may be established after the biological parent's death.

100205. Adopted Child, Stepchild, or Child Born out of Wedlock

An adopted child, a stepchild, and a child born out of wedlock are all considered primary dependents. As a result, a dependency determination is not required for these dependents.

A. Proof of Parentage. A Service member who claims a housing allowance for an adopted child, stepchild, or a child born out of wedlock must provide proof of parentage as follows:

1. For an adopted child, document showing the Service member is the child's legal parent.

2. For a stepchild, a marriage license showing the Service member is married to the child's legal parent and documentation showing that the Service member's spouse is the child's parent.

3. For a child born out of wedlock, a birth certificate with the Service member's name cited is required. If the Service member's name is not stated on the birth certificate or on a court order, obtain a signed statement of parentage from the Service member. If the child is not in the custody of the Service member parent, the case is treated as specified in the rules for BAH-Diff.

B. Support Requirements. A Service member may claim a dependent child, adopted child, stepchild, or out of wedlock child, for housing allowance purposes. The Service member is authorized a housing allowance if the Service member contributes to the dependent's support and that support is at least equal to the applicable BAH-Diff. This includes a Service member authorized BAH-Diff and a Service member assigned to single-type Government quarters when the child is in the physical custody of another person.

100206. Child Living with Service Member's Former Spouse

A. Former Spouse Married to Another Service Member

1. Child in Government Quarters. When a Service member's child resides in Government quarters not assigned to the divorced Service member parent, that Service member is not authorized a housing allowance for the child.

2. Child *not* in Government Quarters. A housing allowance may not be paid for a child to both the stepparent and the natural parent at the same time. The natural parent has priority to a housing allowance for that child if providing adequate support.

B. Service Member Marries Someone Other than a Service Member. The Service member is not authorized a housing allowance for the child living with the former spouse. Par. 100902-A2 does not apply in the case of a Service member who is required to support a child in the custody of a former spouse when the Service member remarries and is assigned to or occupies family Government quarters.

C. Service Member Marries Another Service Member

1. The Service member is not authorized a housing allowance for the child living with the

former spouse when the Service member remarries another Service member and is assigned to or occupies Government family type quarters. Par. 100902-A2 does not apply in the case of a Service member who is required to support a child in the custody of a former spouse when the Service member remarries another Service member and is assigned to or occupies family Government quarters.

2. A Service member is authorized a housing allowance for a child for whom the Service member is paying child support (59 Comp. Gen. 681 (1980)) if all of the following conditions are met:

a. The Service member is required to support a child in the custody of a former spouse.

b. He or she is married to another Service member with children born of this marriage.

c. The Service member lived in family-type Government quarters with the Service member spouse and children.

d. The Service member is assigned a permanent change of station (PCS) to a different PDS outside commuting distance.

e. The Service member's current spouse—who is also a Service member—and children remain in Government quarters.

f. The Government quarters' assignment is in or transferred to the remaining Service member's name.

Note: This is based on the rule that a Service member's housing allowance is determined independently of the uniformed spouse when the Service members are separated by orders and do not reside in the same household.

100207. Child Living with Service Member's Former or Estranged Spouse

A. Former or Estranged Spouse is Service Member Assigned Family Government Quarters. When the Service member with custody of the child is assigned to, or occupies, adequate family-type Government quarters with the child while receiving child support, the Service member paying child support is not authorized a housing allowance for the child.

B. Former or Estranged Spouse in Family Government Quarters Visits Service Member. When a child who normally resides in family Government quarters with a Service member's former or estranged spouse who is the custodial parent visits the Service member in a private-sector residence for 91 or more days, the visit is considered non-temporary. The Service member is then authorized a housing allowance for the child from the first day of the visit. If the visit is 90 or fewer days, a housing allowance for the child is not payable for any part of the visit.

100208. Dependent Confined in Penal or Correctional Institution

A. Housing Allowance Payable. Confinement of a Service member's spouse or unmarried minor child in a penal or correctional institution does not affect the Service member's authority for a housing allowance on the dependent's behalf, unless any of the following conditions apply:

1. The Service member refuses to support the dependent.

2. The Service member has been relieved from supporting the dependent.

3. The period of confinement may extend beyond 5 years.

4. The case is otherwise doubtful.

B. Doubtful Cases. Submit doubtful cases or cases involving a sentence extending beyond 5 years to the addresses specified in Table-10-11. Do not pay a housing allowance on behalf of the dependent pending a decision.

1003 SERVICE MEMBER MARRIED TO ANOTHER SERVICE MEMBER

1003 SERVICE MEMBER MARRIED TO ANOTHER SERVICE MEMBER

A. Dependent on Active Duty in a Uniformed Service. In accordance with 37 U.S.C. §421, a dependent who is on active duty in a Uniformed Service and is entitled to basic pay cannot be considered a dependent for housing allowance purposes.

B. One Service Member Enters a Non-Pay Status. When one Service member enters a non-pay status, the other Service member may claim the Service member not entitled to pay and allowances as a dependent and be authorized to draw BAH or OHA at the with-dependent rate for the duration of the non-pay status, if otherwise authorized, unless a dependent is confined in a penal or correctional institution (see par. 100208). A Service member may claim as a dependent a Service member on inactive duty for training (Reserve drills).

C. Service Member Serving on Sea Duty. See par. 100901 for two Service members married to each other when one or both are serving on sea duty.

D. BAH or OHA at the With-Dependent Rate. When two Service members have a dependent, the Service members must choose which one will receive BAH or OHA at the with-dependent rate. If they cannot agree, then the senior Service member receives the with-dependent rate. The Service members may subsequently elect to transfer BAH authorization from one Service member to the other for any reason. Changes are effective as of the election date and may not be applied retroactively.

E. Child from a Prior Marriage or the Service Member's Child Born out of Wedlock. When the dependent is a child from a prior marriage or the Service member's child born out of wedlock, the two Service members may elect for the Service member with a dependent to receive BAH or OHA at the without-dependent rate when not occupying single-type Government quarters and the other Service member to receive BAH or OHA for stepchildren as specified in par. 100205. A Service member in a TDY status would maintain the BAH in effect at the PDS while in single-type Government quarters at the TDY location.

F. Other Housing Allowances. Other housing allowance paragraphs in this chapter (e.g., FSH, Service member on unaccompanied tour, BAH rate protection) also apply to a Service member married to another Service member.

100301. Both Service Members Married to Each Other Entitled to Basic Pay

A. Family-Type Quarters. When Service members married to each other jointly occupy family-type quarters, neither Service member is authorized BAH or OHA, even if no dependent resides in the quarters, unless a dependent is prevented by a military order from occupying quarters.

B. Separate Households. When both Service members maintain separate households at or in the vicinity of their PDS or PDSs, each is individually authorized BAH or OHA. Only one Service member may receive BAH or OHA at the with-dependent rate. When both Service members no longer share a common residence due to military orders, their authorization for increased allowances or assignment to Government quarters should be determined separately without regard to the general rule that all dependents of Service members are in the same class for the purpose of determining housing allowance authorizations. Each member is required to have physical custody of a dependent if both members are claiming a housing allowance authorization at the with-dependent rate. See pars. 100203 and 100303 for BAH or OHA for divorced or legally separated Services members.

C. Same or Adjacent Military Installations. Both Service members are considered to be stationed at the same or adjacent bases, or shore installations, when they are not prevented by distance from living together or they actually commute on a regular basis regardless of distance.

1. Each Service member is usually authorized BAH or OHA at the appropriate rate when family-type quarters are not assigned, notwithstanding the availability of adequate single quarters for either or both Service members.

2. When both Service members are authorized BAH or OHA at the same or adjacent military installation and are then separated geographically by orders, the Service member remaining at the old PDS ordinarily is authorized BAH or OHA continuation regardless of the availability of adequate single quarters.

D. Without Dependent. When neither Service member has other dependents and both are prevented by distance from living together, each is usually treated as a Service member without a dependent for BAH or OHA.

100302. Other Dependents

A. Dependent Parent. When one of the two married Service members is receiving a housing allowance at the with-dependent rate, the class of dependents includes either Service member's parent. Only one Service member is authorized a housing allowance at the with-dependent rate or BAH-Diff for the one class of dependents when the Service members are assigned to the same or adjacent bases.

B. Dependent Parent or Child from Previous Relationship. When one or both Service members are authorized housing allowances for a child from a previous relationship or on behalf of a dependent parent, and the Service members marry and are stationed in the same area, all children and dependent parents of either Service member are the same class of dependents. Therefore, only one housing allowance at the with-dependent rate (including BAH-Diff) is payable. Any child born of their marriage, or adopted by them, is within the same class of dependents for housing allowances purposes.

1. If one Service member elects to stop receiving a housing allowance at the with-dependent rate, then the other Service member may claim the children for housing allowance purposes. A relationship determination is required, but ordinarily a dependency determination is not. In all instances

of a Service member having a spouse on active duty, full details must be given showing the spouse's full name, Social Security number, duty station, and branch of Service.

2. This does not apply to two Service members living together but not married. Two unmarried Service members living together are each authorized a housing allowance based on each Service member's dependents.

100303. Dependent Custody Effects on Housing Allowances

A. Divorce or Legal Separation. The following rules apply when a divorce or separation occurred, or a decree or agreement was amended and the divorced or separated parents are both Service members. These rules apply in addition to those in par. 100203 and only when neither Service member is assigned to family-type Government quarters, unless otherwise specified.

1. Unless both Service members agree to the contrary, the custodial parent is authorized a housing allowance for the child, regardless of the child-support amount received by that Service member. In addition to the court order, a separate notarized agreement between the Service members must be provided for the non-custodial Service member to receive a housing allowance for the child.

2. When each Service member has legal *and* physical custody of one or more of the children of the marriage, each Service member is authorized a housing allowance for the children in their individual physical custody, regardless of child-support payments from one Service member to the other.

3. When a child of the marriage is in a third party's custody, only one Service member is authorized a housing allowance for the child, even if both Service members are paying sufficient child support to qualify for the housing allowance. The senior Service member is authorized a housing allowance for the child when the two Service members do not agree on which person claims the authorization. If the Service members are of equal rank, date of rank determines which one receives a housing allowance for the child.

4. In joint legal custody cases, when physical custody changes from one parent to another, each parent is authorized a housing allowance for the child during those periods the child is actually in that parent's physical custody.

5. When a non-custodial Service member pays child support to the custodial parent who also has another dependent who makes the Service member eligible for a housing allowance, there is a presumption that the custodial parent's authorization is based on the dependent other than the child of the marriage. The housing allowance authorization for the custodial and non-custodial parents is determined individually.

6. When the dependent is no longer in one class, the housing allowance authorization for the custodial and non-custodial parents is determined individually. For example, if the non-custodial parent pays child support to a non-active duty parent for a child from a previous marriage or non-marriage relationship, the non-custodial parent may qualify for a housing allowance based solely on the basis of the Service member's child support for the child (see par. 100201).

B. Voluntary Support Payments. Voluntary support payments must not be considered to determine housing allowance authorization unless there is a mutual agreement between the Service-member parents that the custodial Service member parent accepts the support payments.

1004 BASIC ALLOWANCE FOR HOUSING (BAH)

100401. BAH Rate Protection

The monthly BAH amount paid to a Service member must not be reduced due to changes in housing costs in the MHA, changes in the national monthly housing cost, or a Service member's promotion. The BAH rate for an RC member is also protected, provided the RC member does not have a break in active service of 1 or more calendar days. This includes transitions in service status from AGR duty to other active duty and back to AGR duty, or beginning a new active duty order or order extension without a break in active service. If the Service member is demoted or loses authority for BAH, then the Service member's BAH rate protection at the current amount stops when the eligibility to BAH for a given MHA or County Cost Group (CCG) ends. The current BAH rate at the current duty location becomes the Service member's new protected BAH rate.

100402. BAH Advance

A. Authority. Each Service must set regulations for advance BAH payment administration to include the preparation and disposition of vouchers and supporting papers. When allowed by Service regulations, a Service member's commanding officer, his or her designee, or another designated official may authorize an advance BAH payment to pay advance rent, security deposits, or initial expenses due to occupying other than Government housing. An advance may also be authorized at any time during a Service member's tour at the location concerned or when a Service member has relocated due to a PCS order. The Secretary concerned or the Secretary's designee may authorize an advance BAH payment in circumstances and conditions other than those specified in this paragraph. Service regulations must set repayment procedures for advances made under special circumstances.

B. Timing. Ordinarily, the advance should not be disbursed more than 3 working days before the date payment under the lease or rental agreement must be made. In extenuating circumstances, the officials listed in this Chapter may authorize disbursement more than 3 working days before the date payment must be made. The BAH advance may be paid before or after the expenses occur. A Service member must request the advance payment within 30 days after incurring the expense.

C. Requirements. Housing expenses must be documented. Required documentation includes copies of the lease, utility company statement, and any other pertinent documentation necessary to support the housing expenses.

D. Amount. The advance amount is determined by the Service member's current BAH rate, his or her ability to repay the advance, other advances of pay that may have been made, and any recurring pay deductions. The BAH advance is limited to a total of 3 months BAH that the Service member is expected to accrue. Expenses identified by a Service member used to purchase any real estate or living accommodations must not serve as a basis for authorizing or determining the amount of the advance.

E. Repayment. Repayment of the advance should be at a rate of at least one-twelfth of the amount advanced in equal monthly installments for the next 12 months. Collection action should begin on the 1st day of the month after the advance payment has been made.

1. When justified by the Service member and authorized by the Service member's commanding officer, his or her designee, or another Service-designated official, start of collection action may be postponed for up to 3 months after the advance is made. Repayment may be spread over a period of more than 12 months, but must be limited to 24 months or the Service member's scheduled tour at the

location concerned, whichever is shorter.

2. Action must be taken immediately to recoup in a lump sum any BAH advance that the landlord has returned to the Service member upon receipt of information that the Service member has vacated the housing for which the advance was made. If the Service member chooses, he or she may repay in monthly installments any balance of an advance not returned by the landlord. The balance must be repaid during the months remaining on the existing loan repayment schedule.

100403. Partial Housing Allowance (BAH-Partial)

A. Conditions. Table 10-17 specifies the conditions for BAH-Partial.

Table 10-17. Conditions for BAH-Partial		
	If a Service member…	**Then the Service member…**
1	without a dependent assigned to single-type adequate Government quarters at the PDS and authorized BAH-Partial is subsequently sick in a hospital with no PCS involved,	continues to be authorized BAH-Partial while he or she is hospitalized.
2	in grade E-6 or below without a dependent is offered an assignment of adequate Government quarters, or is assigned Government quarters but elects not to occupy such quarters and resides in private quarters at own expense,	a. is considered to be assigned to Government quarters. b. is not authorized BAH or OHA. c. is authorized BAH-Partial.*
3	is occupying single-type Government quarters while a dependent resides in family-type Government quarters,	a. is not authorized BAH or OHA at the full rate. b. is authorized BAH-Partial, provided the family quarters are not assigned under the Service member's eligibility.
4	married to another Service member, who has no dependents other than the spouse, assigned to single type Government quarters and is not authorized BAH or OHA,	is authorized BAH-Partial
5	married to another Service member with no dependents other than the spouse is assigned to family-type Government quarters,	is not authorized BAH-Partial.
	without a dependent is single and is assigned to family-type Government quarters,	
6	without a dependent assigned to Government single-type quarters (including Government leased quarters) that exceed the minimum standards of single quarters for the Service member's grade,**	
7	without a dependent is confined in a guardhouse, brig, or correctional barracks who was assigned to single-type Government quarters before confinement and remains assigned to such quarters during confinement,	is authorized BAH-Partial unless forfeiture of allowances was directed.
8	without a dependent is restrained in a status of arrest in assigned single-type Government quarters,	a. is not authorized BAH or OHA; or b. is authorized BAH-Partial unless forfeiture of allowances was directed.
	without a dependent is ordered to PCS to confinement in a guardhouse, brig, correctional barracks, or to additional training in a retraining or rehabilitation facility and is assigned to certain quarters therein,	
9	without a dependent is permanently assigned to a hospital for treatment and is assigned quarters in the hospital,	is authorized BAH-Partial.

Table 10-17. Conditions for BAH-Partial		
	If a Service member…	**Then the Service member…**
	without a dependent assigned to single-type Government quarters between PDSs and not authorized BAH or OHA,	
10	married to another Service member, and neither has other dependents, is assigned to sea duty and occupies Government family quarters assigned to the spouse when the ship is in port,	a. is not authorized BAH or OHA. b. is authorized BAH-Partial.
11	is paying child support and receiving BAH-Diff,	a. is not a Service member without a dependent. b. is not authorized BAH-Partial.
*See pars. 100905-A and 100901-D for exceptions. **This limitation does not apply to members on medical hold or holdover personnel receiving outpatient medical treatment who have been designated as requiring a live-in non-medical attendant. The Service determines the housing standards for such personnel based on medical condition, treatment, non-medical attendant, and other relevant factors.		

B. Navy Barracks Privatization Test. Under the authority in 10 U.S.C. §2881a, the Navy is conducting a limited test of barracks privatization. The privatized barracks are defined as Government quarters for the purposes of the test. For a Service member occupying privatized barracks, a special BAH-Partial rate equal to a percentage of the PDS locality BAH at the without-dependent rate for the Service member's grade is established. Table 10-18 specifies the applicable locations and percentages.

Table 10-18. Special BAH-Partial for Navy Barracks Privatization Test				
	Starting Date	**Location**	**Housing Type Occupied**	**Special BAH-Partial Percentage**
1	October 1, 2006	San Diego, California	existing dormitory-style unaccompanied housing: a. double occupancy b. single occupancy	 34 68
2	October 1, 2013		Pacific Beacon market-style housing: a. double occupancy b. single occupancy	 41 82
3	April 1, 2007	Hampton Roads, Virginia*	existing unaccompanied housing	66
			new construction, privatized housing (two bedroom, two bath market style)	74
*Including Hampton/Newport News and Norfolk/Portsmouth MHAs				

100404. BAH Differential (BAH-Diff)

A Service member assigned to single-type Government quarters or a single-type housing facility under a uniformed Service's jurisdiction is not usually authorized more than BAH Partial. However, if the Service member is authorized BAH solely due to paying child support and the Service member is paying an amount equal to or greater than BAH-Diff, then he or she is authorized BAH-Diff. A Service member is not authorized BAH-Diff if the child support payment is less than the Service member's applicable pay grade BAH-Diff amount. See pars. 100206, 100207, and 100303 if child is in the custody of another active duty member.

100405. Temporary BAH Increase

The Secretary of Defense may prescribe a temporary increase in BAH rates in an area the President declared as a major disaster area or at an installation that experienced a sudden increase in the number of assigned Service members. Payment of the higher BAH is only effective for an MHA or specified ZIP Codes within a county cost group. This authority expires December 31, 2019.

A. Eligibility. A temporary increase in BAH rates results in two different BAH rates for Service members assigned to the same ZIP Code. To receive the higher of the two BAH rates, a Service member must certify to the Secretary concerned that he or she incurred higher housing costs in an approved area due to a major disaster or sudden increase of military personnel assigned to an installation. The certification must be in a form acceptable to the approval authority. The Service member's certification must document rent, or mortgage expense in the case of a homeowner, and utility expenses.

B. Approval. The approval authority is at a level specified through the Secretarial Process. If the total housing expense—rent or mortgage plus utility expenses—from the Service member's certification is less than the existing BAH rate, no increase is authorized. If the total housing expense from the Service member's certification is higher than the BAH rate during that time, then the Service member is authorized the increased rate effective the approval date of the MHA for an increased rate or the date the Service member started incurring the increased expenses, whichever is later.

C. Locations. Locations approved for a temporary BAH rate increase are listed in Table 10-19.

Table 10-19. Locations Approved for a Temporary BAH Rate Increase

	Authorized Location	Effective Date	Termination Date
1	None Listed		

D. Effect of Changes. Table 10-20 specifies how changes during the temporary rate increase period affect the BAH paid.

Table 10-20. Effect of Changes during Temporary Rate Increase Period on BAH

	If a Service member receiving a temporary BAH rate increase…	Then the Service member must…
1	is promoted,	certify that housing costs exceed the standard BAH rate for the higher grade. Without certification, the standard BAH rate for the higher grade applies.
2	is demoted,	certify that housing costs exceed the standard BAH rate for the lower grade. Without certification, the standard BAH rate for the lower grade applies.
3	has a dependency change,	recertify housing costs to compare applicable rates.

E. Termination. The increased allowance is paid through the day before the effective date of the next standard BAH rate change for the area. The new standard BAH rate applies on the effective date. There is no rate protection for temporarily increased rates.

1005 OVERSEAS HOUSING ALLOWANCE (OHA)

100501. OHA Overview

OHA is designed to cover actual rental costs for 80% of the assigned Service members. A Service

member is reimbursed actual rental costs, limited to the maximum OHA rate for each locality and grade. OHA is not intended and must not be used for the personal enrichment of a Service member by including costs incurred for procuring or adapting a residence to accommodate renters or for vacation purposes. Disciplinary action may apply when housing allowances are used for other than the purpose intended.

A. OHA Types. There are two housing-allowance types paid under OHA—an upfront, lump sum Move in Housing Allowance (MIHA) for those who qualify and a monthly OHA, which includes a utility and recurring maintenance allowance.

B. Requirements. A Service member authorized to live in private-sector leased or owned housing is authorized OHA provided a DD Form 2367 (Individual OHA Report) is completed and approved. Payment of OHA requires a lease agreement or a verifiable purchase price. The senior officer of the Uniformed Services in the country concerned, or the individuals or offices designated for that purpose by the senior officer has approval authority.

1. The reported housing must be the actual residence that the Service member occupies and from which the Service member commutes to and from work daily. If a Service member is assigned on an unaccompanied tour or has a Secretarial waiver and is authorized OHA for a dependent who lives separately, the reported housing must be the actual residence that the Service member's dependent occupies.

2. 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 designee, must enter the following statement in DD Form 2367 (Individual OHA Report) Part C Remarks: "Dollar equivalency contract required. No other housing option available to the Service member." The Service member must enter the monthly rent equivalent in U.S. dollars into DD Form 2367 (OHA Report) block 5b.

C. Monthly OHA Allowance. An OHA paid monthly includes the rental allowance and the utility and recurring maintenance allowance as specified in pars. 100502 and 100503.

D. MIHA. See Move in Housing Allowance (MIHA). The MIHA/Miscellaneous is an upfront, lump sum payment based on the average move-in costs for a Service member. The four payment types of MIHA are specified in Table 10-26.

E. Allowance Payable. OHA rates are based on a Service member's PDS except as otherwise indicated in this chapter. OHA is not payable on the arrival day when MALT Plus is paid. Unless a special determination jointly issued by the Secretary concerned and the PDTATAC Chair authorizes a different rate due to special circumstances, the amount of OHA payable is as specified in this chapter.

F. OHA Unique Expenses. In some locations OCONUS, Service members incur housing expenses for items that are not incurred in the CONUS. Since not every Service member incurs these expenses and they vary in amount, do not occur monthly, and are significant, such expenses cannot be made a part of the utility and recurring maintenance allowance calculation. For these expenses, payment is a dollar for dollar reimbursement for a specifically authorized expense at designated authorized locations. Only the locations and expenses specified in Table 10-21 are authorized OHA unique expense reimbursement.

1. Criteria. A mandatory and excessive housing expense incurred periodically must meet all of the criteria below to be authorized as an OHA unique expense eligible for reimbursement. The

Secretary concerned or Secretarial Process, at Service discretion, may reimburse OHA unique expenses for the locations and specific expenses specified below with no further PDTATAC action required. Each individual mandatory and excessive expense must meet all of the following criteria and be:

a. Incurred by Service members receiving OHA at a duty station.

b. An item or expense that exceeds 1% of spendable income for the typical Service member.

c. An item or expense that is not purchased or paid by Service members based in the CONUS.

d. Required by law.

e. Authorized or approved by PDTATAC for reimbursement. These expenses must be verified by a valid receipt and paid on or after the effective date for the specific locations in Table 10-21. No expenses paid before this date can be reimbursed.

Table 10-21. OHA Unique Expense Locations

Location		Expense	Effective Date
1	France	Mandatory Habitation Tax, excluding late payment fees	August 16, 2016
2	Denmark	Mandatory expenses associated with completely refurbishing quarters upon departure	October 10, 2017

2. Submission. PDTATAC does not accept requests from individual members for OHA unique expense authorization. All requests for specific expenses at specific locations must be forwarded through the Major Command level, then through the applicable Service representative to PDTATAC.

F. OHA Responsibilities. Commanders OCONUS, or their designees, must periodically provide data required for authorizing, changing, and terminating OHA for each locality OCONUS within their jurisdictions as specified by the PDTATAC. See Station Allowance Reporting Procedures and Responsibilities for the responsibilities of the Overseas Command or Commander, Senior Officer, and Country Allowance Coordinator.

100502. OHA Determining Monthly Rent

Monthly rent is the amount paid each month by a Service member for possession and use of private-sector housing, to include a mobile home or boat.

A. Determine Rent. The rent stated in the lease, or as otherwise agreed to by the landlord and the tenant in a written document, must be used in computing the OHA. The cost of parking at the duty location is not included in rent. The following rules apply for determining rent:

1. A recurring condominium or homeowner association fee paid by the Service member is prorated to a monthly charge and incorporated into the Service member's rent.

2. A sharer's monthly rent is determined by dividing the total monthly rent by the number of sharers occupying the dwelling.

3. In an arrangement by which a Service member pays rent in advance and the landlord

agrees to reimburse the Service member all or substantially all of the rental money at the end of the lease agreement, the amount of rent used in computing a Service member's OHA is zero.

4. If a Service member or dependent jointly occupy a dwelling with relatives or friends who own the dwelling, the rent amount is zero, even if there is a lease or written document. This restriction does not apply when the Service member or dependent leases lodging from a relative or friend with a bona fide, standard written lease, when the relative or friend concerned does not jointly occupy the leased dwelling and the relative or friend regularly rents the lodging involved. There is no authority to pay MIHA or the utility and recurring maintenance allowance when living with relatives or friends.

5. The cost of a separate lease for parking at or in the vicinity of the private-sector housing is added to the housing lease amount in determining his or her total rent.

6. See par. 100502-C for a dwelling owned by a Service member.

B. Sharers. A sharer is authorized up to the maximum rental allowance set for a Service member without a dependent unless accompanied by one or more dependents (see Table 10-22). A sharer accompanied by a dependent is authorized up to the maximum rental allowance set for a Service member with dependents.

1. Compute the authorized OHA for each sharer by adding the sharer's prorated share of the rent paid or the maximum rental established for the sharer's grade and locality, whichever is less, and the prorated monthly utility and recurring maintenance allowance.

2. A Service member authorized MIHA/Miscellaneous (see par. 100505) receives a full rather than prorated allowance. Only one sharer may claim reimbursement for any individual rent, security, or infectious-disease related expense.

3. A renter living in a completely separate unit of an owner-occupied multiplex dwelling owned by another Service member is not a "sharer," and OHA is determined as if the renter occupied an unattached unit.

C. Private-Sector Housing Owned

1. Divide the actual purchase price—not an appraised value—of the private-sector housing by 120 to derive the monthly calculated "rent" for a private-sector dwelling owned by a Service member. Settlement costs, fees for title search, other legal and related costs are not included in determining the actual purchase price.

2. The amount of any personal installment-type loans and real estate equity loans obtained for renovating or repairing the current dwelling place are added to the actual purchase price before determining the rent.

a. For this purpose, renovating means restoring to a previous condition, as by remodeling, and repairing means restoring to a sound condition after damage or injury, including fixing, setting right, renewing, or refreshing.

b. A loan used to furnish or decorate the home—including such things as the addition of a hot tub or pool to a home purchased without such an amenity—or a loan for personal reasons, including a credit card or line of credit loan must not be used.

c. To determine the monthly OHA rental equivalency when adding a loan described in this paragraph, add the loan amount to the original verifiable purchase price, divide the new total by 120 (24 for the Azores), and the new "rental equivalency" starts from the loan start date.

d. The Service concerned must adjudicate loans for purposes not specified above. The Service member's command should submit the request with all documentation through the appropriate channel specified in Table 10-2.

3. If a Service member or the Service member's dependent inherits a dwelling or residence or otherwise receives it without purchasing it, the dwelling or residence purchase price is $0. In this case, the Service member is authorized to receive the utility and recurring maintenance allowance. If a Service member obtains a mortgage on the inherited dwelling or residence specifically for home improvements or takes out a loan to pay inheritance taxes on the residence or dwelling, the mortgage or loan cost may be used as an OHA housing cost.

4. If the dwelling is a multiplex unit owned by a Service member, the allowance claimed is based on the percentage of the multiplex unit's square footage occupied by the Service member and dependent. The allowance equals the purchase price multiplied by that percentage and divided by 120. Renters of other units within the multiplex unit are not sharers.

5. If the Service member-owned dwelling place is a mobile home or boat, the monthly lot rental or berthing fee paid is added to this amount.

D. Maximum Rental Allowance. Use the Overseas Housing Allowance Calculator (OHA Calculator) to obtain the maximum amount of monthly rent considered. 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. If utilities are included in the rent, see par. 100503. See the OHA computation steps for calculation examples.

Table 10-22. Maximum OHA Rental Allowance

	Rent Eligibility	Allowable Rent
1	Service member with dependent	the amount is the lesser of the Service member's reported rent or the maximum allowable rent for the Service member's grade at the PDS locality.
2	Service member without dependent	the amount is the lesser of the Service member's reported rent or 90% of the maximum allowable rent for the Service member's grade at the PDS locality.

E. Rent Changes. Re-compute OHA if and when the rent changes.

100503. OHA Utility or Recurring Maintenance Allowance

A. Monthly Allowance. When rent does not include utilities or the Service member is a homeowner, the Service member is authorized the utility and recurring maintenance allowance. The utility and recurring maintenance allowance for each OHA locality is based on the with-dependent reported expenses for Service members who pay all or a majority of their utilities. It covers the utility costs for 80% of the Service members assigned to an area. It is paid to sharers on a prorated amount of the net allowance. It is paid to a Service member without a dependent, who is not a sharer, at 75% of the with-dependent rate.

B. Rent Includes All or Some Utilities. If any or all of the OHA utility component is included in the rent, then the amount is withheld from the utility and recurring maintenance allowance and then added to the Rental Allowance component before comparison with the Service member's actual rent.

1. A Service member is not authorized the utility and recurring maintenance allowance when rent includes all utilities. However, when computing the OHA, the appropriate utility and recurring maintenance allowance is added to the Service member's rental allowance.

2. When rent includes some utilities, the utility and recurring maintenance allowance is paid on a percentage basis. The locality climate code and the utility point score determine the percentage of the utility and recurring maintenance allowance that the Service member is authorized. However, when computing OHA, the amount for which the Service member is not authorized is added to the appropriate rental allowance ceiling.

a. Locality climate codes are specified on each OHA locality table. The three climate codes are:

(1) Code 1 (Cold). Long-term mean temperature of 45 °F or colder.

(2) Code 2 (Moderate). Neither Code 1 nor Code 3.

(3) Code 3 (Hot). Long-term mean temperature of 69 °F or warmer, except when the long-term mean for 1 or more months of the year drops to 45 °F or colder. In such instances, a climate code of 2 is assigned.

b. Table 10-23 specifies the correct climate code to credit the Service member with appropriate points for each utility or service that is not included in the rent. Add the numbers to get the Service member's total utility point score.

Table 10-23. Climate Code Utility Points

Utility	Code 3 – Hot	Code 2 – Moderate	Code 1 – Cold
Electricity	3	3	3
Heating	1	2	3
Air Conditioning	3	2	1
Water	1	1	1
Trash Disposal	1	1	1

c. Table 10-24 specifies the correct percentage of the utility and recurring maintenance allowance to be paid after determining the total utility point score.

Table 10-24. Utility and Recurring Maintenance Allowance Payment Percentage	
Total Utility Points	**Applicable Percentage**
0	0
1-2	25
3-4	65
5-9	100

100504. OHA Computation Steps

Follow steps one through four in Table 10-25 to determine a Service member's OHA.

Table 10-25. OHA Computation Procedure	
Directions (**See** DD Form 2367 (OHA Report) and utility and recurring maintenance allowance))	
1	Determine the Service member's monthly rent as specified in the par. 100502.
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 percent. If rent includes: a. all utilities (block 7b checked on DD Form 2367 (Individual OHA Report), add the full utility and recurring maintenance allowance to the maximum rental allowance. b. some but not all utilities (block 7c checked on DD Form 2367 (Individual OHA Report), add the amount computed in Step 3 to the maximum rental allowance.
3	Locate the utility and recurring maintenance allowance from the locality table. Use the rules specified in par. 100503 to determine the utility amount allowed based on the amount of utilities included in the rent, if any. Rent includes: a. all utilities (block 7b checked on DD Form 2367 (Individual OHA Report)). The Service member receives no separate utility and recurring maintenance allowance; however, this allowance is added to the rental allowance determined in Step 2. b. no utilities (block 7a checked on DD Form 2367 (Individual OHA Report). A Service member with a dependent who is not a sharer receives the full utility and recurring maintenance allowance. A Service member without dependent who is not a sharer receives 75% of the with dependent utility and recurring maintenance allowance. A sharer, with or without a dependent, receives a prorated share of the utility and recurring maintenance allowance. c. some utilities (block 7c checked on DD Form 2367 (Individual OHA Report). Determine the "Climate Code" from the applicable OHA locality table. Use the "Climate Code" and "Utility Point Score" tables to determine the percentage of utility and recurring maintenance allowance payment. The amount the Service member does not receive is added to the maximum rental allowance determined in Step 2.
4	Compare the monthly rent computed in Step 1 with the rental allowance determined in steps 2 and 3. If the rent in Step 1 is: a. less than the rental allowance in steps 2 and 3, then rent in Step 1 is used to compute OHA. b. 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.
See OHA computation examples	

100505. Move-in Housing Allowance (MIHA)

A. General. MIHA exists to defray the move-in costs associated with occupying private-sector housing covered under the OHA program, whether leased or owned. MIHA is not payable to a Service

member occupying Government or Government-leased housing. MIHA does not cover move-out costs. In most cases, a Service member authorized OHA is authorized MIHA. See Move in Housing Allowance (MIHA) for how to complete DD Form 2556 (MIHA Claim). That form must accompany MIHA/Rent, MIHA/Security, or MIHA/Infectious Disease-related expenses. Various OHA Surveys are sent to Service members in private-sector leased housing to document utility and move-in expenses.

B. Rules and Information

1. To be authorized a MIHA, a Service member must be eligible for OHA.

2. An eligible Service member is authorized MIHA for one dwelling during a tour at a PDS unless a Government-funded local move occurs and the Service member occupies another dwelling covered by OHA.

3. There is no MIHA under any of the following circumstances:

a. A local move would otherwise initiate a second or subsequent MIHA payment request unless that move is Government funded.

b. A Service member complies with a PCS order but remains in the same dwelling, including an RC member called or ordered to active duty who is authorized OHA based on the primary residence at the time called or ordered to active duty.

c. A Service member moves from Government quarters to private-sector housing for separation or retirement (see Section 0519).

4. The four MIHA payment types are described in Table 10-26. See Move in Housing Allowance (MIHA) for qualifying areas and additional rules.

Table 10-26. Types of MIHA Payments

Payment Type		Description
1	MIHA/ Miscellaneous	The MIHA/Miscellaneous amount indicated on the OHA locality tables is based on expenses a Service member typically incurs associated when moving into privately leased or owned dwellings. The Move in Housing Allowance (MIHA) specifies reportable and non-reportable MIHA/Miscellaneous expenses. The OHA Calculator specifies the amount payable. Only one payment is authorized at a PDS unless otherwise specified in this paragraph.
2	MIHA/Rent	Homeowners are ineligible. MIHA/Rent covers all reasonable rent-related expenses. These are fixed, one-time, nonrefundable charges levied on behalf of the landlord or a foreign government that the Service member must pay before or upon occupying a dwelling. All unreasonable expenditures, as determined by the AO, must be disallowed. The following are not included in MIHA/Rent: a. Expenses deferred until lease termination, such as a real estate agent fee, a redecoration fee if paid up-front, or a one-time lease tax. b. Advance rental payments, refundable deposits, or recurring costs.
3	MIHA/ Security	MIHA/Security covers reasonable security related expenses for a Service member assigned to an area where dwellings requirement modification to minimize terrorist or criminal threat. See MIHA-Security locations.
4	MIHA/ Infectious	Effective December 7, 2016, MIHA/Infectious Disease covers reasonable upgrades to the physical dwelling to prevent the spread of infectious disease, such as window

	Disease	or door screens, when the dwelling requires modification to minimize exposure to medical threats related to mosquito-transmitted diseases. See Move in Housing Allowance (MIHA) for MIHA Infectious Disease locations.

5. Sharer Eligibility. Each Service member classified as a sharer and authorized MIHA is authorized the full MIHA/Miscellaneous allowance. Only one sharer may claim the individual expense for MIHA/Rent, MIHA/Security, and MIHA/Infectious Disease. Acceptable claims for MIHA/Rent, MIHA/Security, or MIHA/Infectious Disease must include DD Form 2556 (MIHA Claim) proper documentation, and detailed receipts for all expenditures.

C. MIHA/Miscellaneous Expenses. The purchase price of an item included in the list below is generally authorized for the MIHA/Miscellaneous component of the OHA unless an item is purchased with the intent to ship it from the present PDS. An item intended to be shipped is not reportable. These expenses are associated with items necessary to make housing habitable. Table 10-27 lists the vast majority of reportable expenses, and also lists certain expense items that are *not* reportable. These lists are not exhaustive, but contain the vast majority of items commonly contained in each group.

Table 10-27. MIHA/Miscellaneous Expense Items		
1	Reportable MIHA/ Miscellaneous Expense Item	a. Cabinets (for example, kitchen, medicine, bathroom). b. Plumbing and plumbing installation, hookups. c. Gas or electrical installation. d. Supplementary heating equipment. e. Painting, papering, and plastering (upon arrival only). f. Light fixtures, permanently installed. g. Wardrobes. h. Shelving. i. Telephone installation. j. Range, refrigerator, freezer, washer, or dryer. k. Air conditioners, dehumidifiers, fans. l. Screening. m. Transformers and voltage regulators. n. Commodes and sinks, when ordinarily not furnished. o. Burglar alarm, security bars, and supplementary door locks, when locally required. p. Water purification filters, when locally required. q. Pest fumigation, if required when housing is first occupied, otherwise include in r. recurring maintenance expenses. s. Repair of drain pipes and gutters.
2	Non-Reportable MIHA/ Miscellaneous Expense Items	a. Rugs, carpets, curtains, and drapes. b. Lawn and gardening maintenance expenses. c. Dishwashers, microwave ovens, and other small, personal appliances. d. Televisions, cable TV installation, antennas, and similar expenses. e. Any recoverable deposit, such as a security deposit. f. Lightbulbs. g. Taxes of any kind, unless specifically required by the lease. h. Fencing, yard-related items. i. Any personal labor costs.

100506. OHA Advance Payment

See Rental Advances for detailed information on areas with rental advance protection under OHA. Rental payments should be made on a month-to-month basis whenever possible to avoid the need for rental advances.

A. Authority

1. Advance Rent of Fewer than 4 Months, Security Deposits, or Initial Expenses. The Senior Officer in-country, or his or her designee, may authorize an advance OHA payment to pay advance rent, security deposits, or MIHA-related expenses due to occupying private-sector housing. The advance may be made at any time during the Service member's tour. It also may be authorized when a Service member has located housing due to a PCS order. Personal preference is not grounds for authorizing advance rent payment. Advance OHA is not authorized for lease arrangements in which the Service member lives rent free after making a one-time payment to the landlord with the anticipation that the rental amount is to be completely or substantially refunded at lease termination.

2. Advance Rent of 4 or More Months

a. Rental advances of at least 4 months, but no more than 12 months, may be made only for the locations authorized by PDTATAC. Once PDTATAC authorizes and lists a location for Rental advances, the Senior Officer in-country, or his or her designee, may authorize individual requests. Requests for approval are considered if the requirement for the advance rent exists for any of the following reasons:

(1) Law.

(2) Local custom for everyone, including local nationals.

(3) Economic or market conditions preclude availability of secure housing, as confirmed by the U.S. Embassy.

b. Requests to PDTATAC to add locations must be submitted through the Country Senior Officer or Command through the Station Allowance Reporting Procedures and Responsibilities and the Combatant Commander to "PDTATAC, PRA/Allowances Branch" at the address in the title page of this regulation.

B. Amount. The amount to be advanced must be determined based on housing expenses, including advance rent and a security deposit, and the authorized OHA. Housing expenses must be documented. Expenses identified by a Service member for purchase of real estate or living accommodations must not be considered. The Service member's ability to repay the advance must be considered in determining the advance amount. While the amount to be advanced should not exceed the estimated OHA total for 1 year, a larger amount may be authorized if needed to cover anticipated housing expenses. In no case may the advance payment exceed either of the following, whichever is less.

1. Anticipated housing expenses.

2. OHA anticipated to accrue for the Service member's tour at that PDS.

C. Repayment

1. Repayment within 12 Months. Monthly repayment installments should be at a rate of one-twelfth of the amount advanced over 12 months. Collection action should begin on the 1st day of the month after payment of the advance.

2. Postpone Collection Start. When justified by the Service member and authorized by an official designated by the Service concerned, the collection start may be postponed for up to 3 months after the advance. Repayment may be spread over a period of more than 1 year, but must be limited to the Service member's tour at the PDS.

3. Advance Rent Repayment Postponement until the Service Member Vacates Housing. An official designated by the Service concerned may postpone repayment of advance rent until the Service member vacates the housing for which the advance rent was paid if earlier repayment would create an excessive economic burden.

4. Security Deposit Repayment Postponement until the Service Member Vacates Housing. An official designated by the Service concerned may postpone repayment of the entire amount of a security deposit of $500 or more until the Service member vacates the housing for which the security deposit was paid if earlier repayment would create an excessive economic burden.

5. Recouping Lump Sum Returned by Landlord. Action to recoup in a lump sum of any OHA advance that has been returned to the Service member by the landlord must be taken immediately upon receipt of information that the Service member has vacated the housing for which the advance was made. Any balance of an advance not returned by the landlord may be repaid in monthly installments, if desired by the Service member, over the balance of the months remaining on the Service member's existing loan repayment schedule.

6. Currency Fluctuation Effects. The Service concerned absorbs any loss due to currency fluctuations when liquidating advance security deposits. The Service member must pay to the Service any gains due to currency fluctuations. These currency protection procedures for security deposits apply without regard to the provisions for protection of rent advances in 100507-D.

7. Pay System Reporting of Monthly Rent. In countries in which rate protection for advance rent has not been implemented the monthly rent entered in the respective pay system should be entered in U.S. dollars when a Service member has taken an advance for rent.

D. Advance Rent Currency Rate Protection. Rate protection may be provided for certain countries that have undergone a significant currency fluctuation. Countries previously authorized OHA Rental Advance Protection continue to have rent protected locality codes in the OHA Calculator until all previously protected Service members either permanently change stations or change quarters. Currency rate protection for additional advances is calculated using the exchange rate in effect at the time the new advance is paid. In countries in which rate protection for advance rent has been implemented, monthly rents for an advance rent are processed in dollars. See Service regulations for currency fluctuation loss or gain procedures. Rate protection is accomplished by comparing the OHA rate with the exchange rate in effect at the time the Service member received the advance with the greater of either of the following:

1. The rental allowance in effect at the time of the advance.

2. Any higher rental allowance implemented during the repayment period of the advance.

100507. Service Member Occupying a Government Trailer or Rental Guarantee Housing and OHA

Unless otherwise specified in this chapter, no housing allowance is payable to a Service member occupying housing constructed under the Rental Guarantee Housing Program as authorized in Section 302 of the Act of July 14, 1952, (66 Stat. 622) or Government trailers purchased under Section 408 of the Act of September 1, 1954, (68 Stat. 1126), or any other statute.

100508. OHA and Living Quarters Allowance (LQA) (DSSR §130) Paid Concurrently

A Service member is entitled to OHA at the with-dependent rate even if the Service member's dependent spouse receives a living quarters allowance (LQA) (DSSR §130) and the DoDI 1400.25, Vol. 1250 (Civilian Employee Overseas Allowances and Differentials). Direct questions pertaining to LQA to the spouse's Civilian Personnel Office (CPO) or Civilian Personnel Advisory Center (CPAC). The JTR has no authority to determine or control eligibility or entitlement of LQA for a civilian employee.

100509. Observer to a UN Peacekeeping Organization

A Service member permanently assigned as an observer to a UN peacekeeping organization who receives a UN mission subsistence allowance, known as mission per diem, is also authorized a housing allowance under this Chapter. The housing allowance amount, when added to the UN mission subsistence allowance, cannot exceed the housing allowance of a Service member permanently assigned to other than a UN Peacekeeping Organization in the same area. This paragraph does not authorize a reduction in the UN mission subsistence allowance.

1006 FAMILY SEPARATION HOUSING (FSH) ALLOWANCE

FSH is payable to a Service member with a dependent for added housing expenses resulting from separation from the dependent. The separation must be caused by a Service member's assignment on military or uniform orders to either a PDS OCONUS on an unaccompanied or dependent-restricted tour or a PDS in the CONUS to which concurrent travel has been denied.

100601. Administration of FSH Allowance

A. Eligibility. For FSH to be payable, all of the following conditions must be met:

1. Dependent transportation to the PDS is not authorized at Government expense under 37 U.S.C. §476.

2. Dependent does not reside in the PDS vicinity.

3. Government quarters are not available for assignment to the Service member.

B. Allowances

1. There are two types of FSH: FSH-B and FSH-O.

a. FSH-B is payable for an assignment at a PDS in Alaska or Hawaii or to a PDS in the CONUS to which concurrent travel has been denied. FSH-B is payable in a monthly amount equal to the without-dependent BAH rate applicable to the Service member's grade and PDS. Payment starts upon submission of proof that Government quarters are not available and that the Service member has obtained private-sector housing.

b. FSH-O is payable for an assignment at a PDS outside the United States. FSH-O is payable in a monthly amount up to, and under the same conditions as, the without-dependent OHA rate applicable to the Service member's grade and PDS. OHA rules for determining monthly rent, utility and recurring maintenance allowance, MIHA, and advances apply to FSH-O.

2. A Service member may not be paid FSH-B or FSH-O in any of the following situations:

a. The Service member's only dependent is entitled to active duty basic pay.

b. The Service member has no dependents other than a dependent for whom he or she is paying child support, but the Service member does not have legal custody and control of that child. This situation is fundamentally different from a Service member who has a spouse or children. A Service member with a spouse or any children is authorized transportation of any dependents, but the nature of the tour or the PDS location prevents dependent transportation to the PDS. A Service member who has a dependent solely due to child support is not eligible for transportation of that dependent under 37 U.S.C. §476, because the Service member does not have custody and control. The ineligibility for transportation, as opposed to a tour or location denial, prevents payment of FSH.

c. The Service member is assigned to a PDS in the CONUS where concurrent travel is authorized.

d. The Service member elects to not occupy available assigned Government quarters and resides in a private-sector residence for personal convenience.

e. FSH-O or FSH-B is not authorized if all of the Service member's dependents reside in the PDS vicinity. If some, but not all, of the dependents voluntarily reside near the PDS, FSH-O or FSH-B continues.

3. FSH-O or FSH-B continues uninterrupted while a Service member's dependent visits at or near the Service member's PDS, but not to exceed 90 continuous days. Circumstances must clearly show that the dependent is not changing residence and that the visit is temporary and not intended to exceed 90 days.

a. If, for unforeseen reasons, such as due to illness or other emergency, a bona fide social visit lasts 91 or more days, FSH-O or FSH-B stops at the end of the 90-day period. FSH-O or FSH-B is authorized again on the day that the dependent departs from the PDS.

b. If one or more, but not all, dependents visit for longer than 90 days and the Service member is authorized a with-dependent housing allowance on behalf of the dependents who are not visiting or do not reside in the vicinity of the Service member's PDS, then he or she is authorized FSH-O or FSH-B.

Table 10-28. Conditions Affecting FSH		
	When an eligible Service member…	Then FSH…
1	arrives at a PDS outside the CONUS,	starts when private-sector housing is acquired.
2	departs upon reassignment from a PDS OCONUS,	continues through whichever day occurs first, the day: a. before the Service member departs on a PCS. b. the Service member's lease ends.
3	no longer has an eligible dependent,	continues through the day before the date that the Service member no longer has an eligible dependent.
4	is assigned Government quarters,	continues through the day before the day that Government quarters become available for assignment.
5	enters a non-pay status,	continues through the day before the date that the Service member enters the non-pay status.
6	a. is in one of the following statuses for 60 or fewer days: b. on a TDY away from the Service member's PDS, including a TDY in the United States, hospitalized at or away from PDS, including hospitalization in the United States, c. on authorized leave, whether accrued or advance, at or away from the PDS, including leave in the United States, d. military confinement or otherwise restricted by military authority,	continues for 60 or fewer days without a certificate from the Service member that he or she maintained private-sector housing at the PDS.
7	is in one of the following statuses for 61 or more days: a. on a TDY away from the Service member's PDS, including a TDY in the United States, b. hospitalized at or away from PDS, including hospitalization in the United States, c. on authorized leave, whether accrued or advance, at or away from the PDS, including leave in the United States, d. in military confinement or otherwise restricted by military authority,	continues if payment is supported by the Service member's certification that the Service member maintained private-sector housing at the PDS.

1007 GOVERNMENT QUARTERS

Assignment to Government quarters affects a Service member's eligibility for BAH. A housing allowance, other than BAH-Partial or BAH-Diff, is not authorized for a Service member who is assigned to Government quarters appropriate to the Service member's grade, rank, or rating and adequate for the Service member and dependents, if any.

100701. Responsibility for Assignment or Termination

A. Assignment or Termination of Government Quarters. The commander responsible for the

Government quarters has the authority to assign and terminate the assignment. The commander also determines when quarters are adequate and suitable for assignment based on appropriate directives. Government quarters or housing facilities under the Uniformed Services' control are considered to be assigned, suitable, and adequate whenever occupied by a Service member at the PDS without payment of rental charges. This includes under any of the following conditions:

1. When an organization or institution furnishes quarters to a Service member without charge on behalf of the United States.

2. When a foreign government furnishes quarters to a Service member without charge for the Service member's official use.

3. When the quarters, furnished to a Service member without charge, are jointly assigned to one or more Service members without a dependent.

B. Voluntarily Vacating Assigned Quarters. A Service member is still considered to be assigned to Government quarters when he or she voluntarily vacates assigned quarters without the installation commander's approval. A Service member in pay grade E-7 and above, without a dependent, may elect not to occupy assigned quarters unless denied permission by the Secretary Concerned.

C. Family Type Quarters

1. A Service member married to another Service member are both considered assigned to Government quarters when all of the following apply:

a. Both are stationed at the same or adjacent installations.

b. Both are able to reside in Government family quarters.

c. Government family quarters are assigned to one of the Service members.

2. However, if there is a separation agreement, pending divorce, or marital discord that requires one Service member to obtain alternative private-sector housing, to be authorized a housing allowance the Service member not occupying family quarters must obtain a statement from the installation housing officer that Government housing is not assigned.

D. Quarters Assignment Date for Housing Allowance. A housing allowance continues to accrue through the day before a Service member is assigned Government quarters or begins to occupy Government quarters at the PDS.

E. Quarters Termination Date for Housing Allowance. Housing allowance accrues from the date the assignment to Government quarters ends or the date that quarters are vacated.

100702. Government Quarters Assigned or Occupied

A. Government Quarters Adequacy. The Commander responsible for the Government quarters determines their adequacy and appropriateness for assignment.

B. Quarters not Designated as Family-Type Quarters. A Service member who is not assigned to and does not occupy Government quarters is authorized a housing allowance for a dependent even if the

dependent occupies Government quarters not designated as family-type quarters. Examples of such quarters include:

1. Dormitory quarters occupied by a Service member's child at a school for dependents of military personnel.

2. A hospital room occupied by a dependent under 10 U.S.C. §1077 (Dependents Medical Care Act). However, a Service member is not authorized a housing allowance when the dependent is hospitalized under the Dependent's Medical Care Act and the Service member is assigned to and occupies Government quarters while the dependent is hospitalized even though private quarters are retained.

3. Off-base housing or private-sector housing occupied by the Service member's civilian spouse due to employment overseas with the DoD Education Activity (DoDEA) as a schoolteacher. The Service member must be separated from the spouse by official orders.

C. Quarters Furnished on Behalf of the United States. A Service member is not authorized a housing allowance for a dependent if the Service member and dependent is furnished adequate family-type quarters without rental charge. Examples of such family-type quarters include:

1. Quarters furnished to a Service member in an official capacity by a foreign government.

2. Quarters furnished by a state, county, municipal, or privately owned hospital to an officer serving on active duty as an intern or resident physician.

3. Quarters furnished by a college, university, or research facility as part of a fellowship, scholarship, or grant.

D. Quarters Occupied by Dependent. A Service member furnished single-type quarters is *not* authorized a housing allowance for any of the following:

1. A spouse who is a sole dependent and is furnished quarters in kind as a civilian employee at a Government hospital.

2. A spouse who is a sole dependent and is furnished Government quarters while serving with the American Red Cross overseas.

3. A sole dependent who is a student nurse in training at a Government hospital. However, a housing allowance is payable on behalf of a dependent who is a student nurse in training at a civilian hospital.

4. A civilian spouse who is a sole dependent and is furnished Government quarters while assigned overseas with the DoD Education Activity (DoDEA) as a schoolteacher.

5. A dependent who occupies Government housing facilities and is evacuated to a safe haven. See par. 100702-F for an exception when the Service member must continue to pay for private-sector housing.

6. Any dependent, if one or more of the Service member's dependents occupy the quarters with the Service member on a permanent basis for more than 90 days, unless another dependent is officially prevented from residing with the Service member.

E. Rental Quarters (Other Than Inadequate Quarters). A Service member and a dependent who occupy the following facilities on a rental basis are authorized a housing allowance.

1. Any housing facilities, including trailers, under the Government's jurisdiction other than Government quarters constructed or designated for occupancy without charge. The Service member may sublease such quarters with or without charge to a temporary sublessee and neither the sublessor nor a Service member sublessee loses the right to a housing allowance.

2. A hotel on the grounds of a Service Academy. A Service member is authorized BAH while renting quarters in a hotel on the grounds of a Service Academy.

3. Quarters furnished to a Service member for service in a capacity other than that of a Service member.

F. Quarters at Safe Haven Temporarily Occupied by Dependents

1. A Service member is authorized a housing allowance for a dependent when both of the following occur:

a. The Service member's dependent occupies Government provided housing at a safe haven area after emergency evacuation from private-sector housing at the PDS.

b. Due to conditions beyond the Service member's control, the Service member is required to continue rent payment for the private-sector housing to keep the furnishings and belongings in the private-sector housing and to have housing available upon the dependent's return.

2. This authority continues until a dependent is authorized to return to the Service member's PDS or the dependent arrives at a designated place as specified in Chapter 6.

G. Lease on Private-sector Rental or Leased Housing. When a Service member makes a local move from private-sector rented or leased housing to Government housing, a housing allowance is not payable for the remainder of the lease on the private-sector housing even though the Service member is required to honor the lease.

H. Limitation on Quarters Occupied by Service Member

1. When adequate quarters are not furnished for a Service member's dependent, the Service member is not authorized BAH or OHA if the Service member occupies Government quarters that exceed the minimum standards for his or her grade "without dependent." This applies either at the PDS or TDY location unless the quarters are the only quarters available and either of the following conditions apply:

a. The quarters are not suitable for joint occupancy.

b. If suitable for joint occupancy, the quarters are jointly occupied with another Service member permanently assigned to the PDS.

2. This limitation does not apply to a Service member on medical hold or holdover personnel receiving outpatient medical treatment who have been designated as requiring a live-in non-medical attendant. The Service determines the housing standards for such personnel based on medical condition,

treatment, non-medical attendant, and other relevant factors.

I. Additional Room Assigned to Chaplain. Assignment of an additional room to a chaplain for spiritual purposes does not affect the Service member's authority for BAH or OHA. The chaplain must use the room for official duties and not as living quarters.

100703. Government Quarters Designated as Inadequate

A. Housing Allowance Authority. A Service member with dependents may be assigned Government quarters designated as inadequate on a rental basis without loss of BAH. This does not apply to bachelor officer quarters, visiting officer quarters, guesthouses, and similar type facilities, or to assigned Government quarters undergoing ordinary repairs. An order stating that quarters were inadequate while repairs were being made cannot serve to authorize BAH during the period involved.

B. Effect of Subleasing Inadequate Government Quarters. The Service member may share the Government quarters with others or permit occupancy by others while on leave. The Service member may also sublet the Government quarters on a rental basis without loss of BAH, regardless of the amount of rent.

C. Rental Charge for Inadequate Government Quarters. The authority controlling the inadequate Government quarters establishes the procedures for collecting rent from the Service member at the Government quarters' fair rental value. The rental charge for the Government quarters must be its fair rental value, limited to 75% of the Service member's with-dependent BAH rate (see 10 U.S.C. §2830). The rental charge is independent of the amount and type of BAH paid to the Service member.

D. Effective Date of BAH and Rental Charge. BAH and rental charge begin on the date of the Service member's assignment to such Government quarters or on the date the determination of inadequacy is effective, whichever is later.

E. Computation of BAH and Rental Charge. BAH and the rental charge are computed on a 30-day month basis and prorated at one thirtieth of the monthly rate for each day inadequate Government quarters are assigned. BAH is not paid for, nor is rent charged, for the 31st day of a month. When inadequate Government quarters are assigned on February 28, pay 3 days' BAH and charge 3 days' rent. Rent is not charged for the day the assignment ends; however, BAH accrues for the termination day.

F. Inadequate Government Quarters Re-designated Adequate. Rental charges and BAH end on the date rehabilitated inadequate Government quarters are re-designated as adequate Government quarters. If the Service member's assignment to inadequate Government quarters continued during the rehabilitation period, the adequacy re-designation is effective the 1st day of the month following the month in which the rehabilitation was completed.

G. Two Service Members Married to Each Other—Each Authorized BAH. When two Service members married to each other jointly occupy inadequate family quarters on a rental basis, use Table 10-14, Table 10-15, and Table 10-16 to determine their respective BAH rates. The rental charge for the Government quarters must be the assigned inadequate family-type Government quarters' fair rental value, but must never exceed 75% of the with-dependent BAH rate that would be payable to a Service member of the same grade and rank as the Service member under whose eligibility the Government quarters are assigned. The BAH paid to the respective Service members does not affect the rent amount charged, even if a Service member is receiving BAH at the with-dependent rate. BAH is collected as specified in Service procedures. For inter-Service marriages, the rental charge is collected as specified in the

procedures of the Service furnishing the Government quarters.

1008 PRIVATIZED HOUSING

"Privatized housing" is defined in Appendix A and includes housing units on or near a military facility in the United States or its territories and possessions that are acquired by or constructed by private persons under the authority of 10 U.S.C. §2871-§2885. The Service Secretary determines which privatized housing is suitable for use as military family housing. Each Service member occupying privatized housing is authorized a housing allowance in the same manner as a Service member not assigned to Government quarters. See par. 100403-B for the Navy Barracks Privatization Test.

1009 ASSIGNMENT SITUATIONS

100901. Service Member Without Dependent

A Service member without a dependent entitled to basic pay is authorized BAH or OHA in the situations specified in Table 10-29 and as otherwise specified in this paragraph. Ordinarily BAH or OHA is based on the service member's PDS and paid when adequate Government quarters are not provided at the PDS.

A. Service Member away from PDS. A Service member away from the assigned PDS may occupy Government quarters designated for a Service member without-dependent at the TDY location without affecting the Service member's authority to receive BAH or OHA or to be assigned quarters at the Service member's PDS. Under such circumstances, a Service member may not occupy Government quarters that exceed the minimum standards specified for a Service member of that grade "without dependent," unless they are the only quarters available and are available for joint occupancy with other Service members. This limitation does not apply to a Service member who is on medical hold or is receiving outpatient medical treatment and has been designated as requiring a live-in non-medical attendant. The Service determines the housing standards for these personnel based on medical condition, treatment, non-medical attendant, and other relevant factors.

B. Government Quarters. A Service member is not authorized BAH or OHA if assigned or occupies Government Quarters suitable and adequate for the member's grade at the PDS. Government Quarters occupied without payment of rental charges are deemed assigned as appropriate and adequate quarters. When not assigned to Government quarters at the PDS, BAH or OHA accrues while in a duty or authorized leave status not due to PCS. BAH or OHA continues if temporary Government quarters are occupied.

C. Service Member TDY. A Service member on TDY (including permissive travel) when no PCS is involved, is authorized to continue to receive BAH or OHA if authorized prior to the TDY. For a Service member below grade E-7 on a TDY without a PCS involved, authority for BAH or OHA does not exist during the TDY if quarters are assigned or furnished at the PDS, even if the quarters are vacated at the beginning of the TDY. BAH or OHA does not accrue if assigned quarters at the PDS.

D. PCS between PDSs in proximity. Ordinarily a housing allowance is paid based on the Service member's PDS or the home port for a Service member assigned to a ship or afloat unit.

1. The Service may instead pay a housing allowance based on the old PDS rate in a situation involving a low or no-cost move. The determination of whether to base the housing allowance on the old

PDS because it is inequitable to base it on the new PDS is made by the Secretary concerned or through the Secretarial Process.

2. When a Service member is ordered on a PCS between PDSs located in proximity to each other, housing allowances continue when the Service member continues to commute from the residence occupied while at the old PDS. The housing allowance continues from the time between the Service member's detachment from the old PDS and reporting to the new PDS, unless otherwise prohibited in this Chapter.

3. If a Service member is reassigned under the conditions of a low-cost or no-cost PCS and is not authorized an HHG move, the housing allowance is based on the old PDS under the following conditions:

a. The Service member requested the old PDS housing allowance.

b. The Service-selected decision process determines that it would be inequitable to base the Service member's allowances on the housing cost in the Service member's new PDS area.

E. Service Member in Grade E-7 or above *not* on Sea Duty. A Service member without a dependent in grade E-7 or above may elect at any time not to occupy Government quarters at the PDS and is authorized BAH or OHA unless the Secretary concerned or designee has determined that the Service member's exercise of this option would adversely affect a training mission, military discipline, or readiness.

F. Service Member in Grade E-6 *not* on Sea Duty. A Service member without a dependent in grade E-6 assigned to inadequate Government quarters or to a housing facility under the jurisdiction of a Uniformed Service that does not meet DoD adequacy standards, may elect to not occupy such quarters and receive BAH or OHA instead. The Secretary concerned, or the designee, may deny BAH or OHA on determining that the Service member's exercise of this option would adversely affect a training mission, military discipline, or readiness.

G. Service Member on Sea Duty. A Service member assigned on permanent duty to a ship ordinarily has Government Quarters available aboard that ship. The Secretary Concerned may determine that a ship or class of ships is inadequate for berthing a member in home port, in which case the ship or class of ships is not available as Government Quarters for housing allowance purposes. When quarters aboard a ship, deemed adequate for berthing, become temporarily unavailable due to maintenance or damage, Government Quarters are no longer available onboard the ship. The Service concerned provides guidance on payment of housing allowances or alternate berthing procedure for ships that become temporarily unavailable for berthing.

1. A Service member without a dependent in grade E-6 or above assigned to permanent sea duty aboard a ship may elect to not occupy assigned shipboard Government quarters and receive BAH or OHA. A Service member in pay grade E-6 or above is authorized to receive BAH or OHA after reporting to a deployed ship or afloat unit. (footnote 5)

2. A Service member without a dependent in grade E-5 assigned to permanent sea duty aboard a ship cannot elect to not occupy assigned shipboard Government quarters and receive BAH or OHA. Under Service regulations, the Secretary concerned may authorize BAH or OHA to a Service member without a dependent who is serving in grade E-5 and is assigned to sea duty. When preparing regulations under this paragraph, the Secretary concerned must consider Government quarters availability

for a Service member serving in grade E-5.

3. A Service member without a dependent in grade E-4 assigned to permanent sea duty aboard a ship cannot elect to not occupy assigned shipboard Government quarters and receive BAH or OHA. Under Service regulations, the Secretary concerned may authorize BAH or OHA to a Service member without a dependent who is serving in grade E-4 and is assigned to sea duty. When preparing regulations under this paragraph, the Secretary concerned must consider Government quarters availability for a Service member serving in grade E-4.

4. A Service member married to another Service member who is in a pay grade below E-6 is authorized BAH or OHA if assigned to permanent sea duty.

Table 10-29. BAH or OHA Accrual for Service Member without Dependent Entitled to Basic Pay

	If a Service member is…	Then BAH or OHA accrues…
1	assigned to a PDS,	a. while on a short period of special alert duty during which the Service member is furnished sleeping accommodations at the PDS where Government quarters are unavailable for assignment. b. while on a short training period during which, due to military necessity, the Service member is furnished sleeping accommodations at the PDS where Government quarters are unavailable for assignment.
2	initially assigned to active duty and is on a TDY at other than indoctrination or basic training location pending receipt of an order designating a PDS to which the Service member is to report upon TDY completion,	when Government quarters are not available for assignment and per diem is not payable.
3	in the accession pipeline,	between the initial TDY and the initial PDS. An RC member is authorized BAH or OHA based on the primary residence location at the time called or ordered to active duty while attending accession training. See par. 100911 for transit rules.
4	ordered home or to a place other than a military organization awaiting another order in connection with Physical Evaluation Board proceedings,	on and after the departure day from the hospital or old PDS through the discharge day, or day before retirement effective date.
5	ordered to report for a TDY in connection with the fitting out or conversion of a ship, then to permanent duty aboard the same ship when placed in commission,	if the Service member is not assigned to Government quarters at the old PDS or aboard ship (the new PDS), but BAH or OHA does *not* accrue if the Service member is assigned to Government quarters at the old PDS or aboard ship (the new PDS).
6	on field duty and no PCS is involved,	if the Service member is receiving BAH or OHA at the PDS, but BAH or OHA does *not* accrue if assigned or occupying Government quarters at the PDS.
7	assigned to PCS to a unit on field duty,	if the commander certifies that the Service member was required to procure Government quarters at personal expense at the initial field duty site, but BAH or OHA does *not* accrue for the initial field duty in

Table 10-29. BAH or OHA Accrual for Service Member without Dependent Entitled to Basic Pay		
If a Service member is…		**Then BAH or OHA accrues…**
		progress at the time of the PCS, unless the Service member is required to procure quarters at personal expense at the field duty site.
8	being treated at hospital TDY en route during a PCS,	if the Service member is not assigned Government quarters, but BAH or OHA does *not* accrue if the Service member is assigned Government quarters in the hospital.
9	assigned to PCS directly to a hospital for treatment,	
10	in travel status during a PCS, including a non-travel status under a permissive travel authorization, a TDY en route, leave en route, and proceed time,	if the Service member is *not* assigned Government quarters while at the old or new PDS, but BAH or OHA does *not* accrue if the Service member is assigned Government quarters while at the old or new PDS.
11	assigned PCS and is on authorized leave or duty at the old or new PDS,	
12	assigned PCS and is on authorized leave or duty at the old or new PDS,	if the Service member is not assigned Government quarters while at the old or new PDS, but BAH or OHA does *not* accrue for the Government quarters occupancy period not due to a PCS.
13	training for, attending, or participating in Pan Am or Olympic games, or any other international amateur sports competition,	if not furnished quarters by the Government or by an agency sponsoring the Service member's participation, but BAH or OHA does not accrue if furnished quarters by the Government or by an agency sponsoring participation.
14	a medical officer on active duty in an intern or resident physician status at a state, county, municipal, or private hospital,	if *not* furnished Government quarters without charge, but BAH or OHA does *not* accrue if furnished quarters without charge by the hospital. Such Government quarters are considered furnished on behalf of the United States.
15	a Nurse Corps officer or Nurse Corps candidate attending a course of instruction or affiliating with a state, county, municipal, or private hospital	
16	a student training on a fellowship, scholarship, or grant,	if *not* furnished Government quarters by the college, university, or research facility, but BAH or OHA does *not* accrue if furnished Government quarters by the college, university, or research facility. Such quarters are considered furnished on behalf of the United States.
17	in a hospital or on sick leave from a hospital and a PCS is not involved,	continues if the Service member is receiving BAH or OHA at the PDS.

100902. Service Member with Dependent

A. Authorized BAH or OHA. Except for a Service member paying child support and assigned to Government quarters, a Service member with a dependent, who is entitled to basic pay is authorized BAH or OHA at the with-dependent rate when any of the following conditions are met:

1. Adequate Government quarters are not furnished for the Service member and dependent without a rental charge payment.

2. Adequate Government quarters are not furnished for the Service member's dependent, or

not all of the Service member's dependents are authorized to occupy Government quarters assigned to the Service member. This does not apply when the child is living with the former spouse and the Service member has remarried.

3. A dependent is not en route or does not accompany the Service member to the PDS, or the PDS vicinity, which prevents assignment of family quarters. This situation does not prevent the Service member from receiving BAH or OHA for a dependent.

4. A single or divorced Service member who maintains legal and physical custody of a child before receipt of a PCS authorization or order to an unaccompanied tour may continue to be paid BAH at the with-dependent rate for the last PDS, or designated place, as specified in this paragraph. The divorce decree must state the specific period during which the Service member has legal and physical custody. BAH at the with-dependent rate is authorized only for the period the Service member would have the custody of the child if not serving on the unaccompanied tour. The Service member must, for military necessity, place the child in the physical custody of a relative or caregiver designated by the Service member, to be authorized BAH or OHA at the with-dependent rate.

5. A Service member, classified as with-dependent for housing purposes solely because the Service member is paying child support, is not authorized a housing allowance other than BAH-Diff if he or she is assigned to Government quarters or both of the following apply:

a. The Service member is assigned to sea duty In a grade above E-3.

b. The Service member is authorized to and does not occupy the assigned, unaccompanied Government quarters by choice.

B. Location Rate. Ordinarily a housing allowance is based on the Service member's PDS, or the home port for a Service member assigned to a ship or afloat unit. However, the Service may determine that a Service member's assignment to a PDS, or the circumstances of that assignment, requires a dependent to reside separately. Authorization or approval of a housing allowance based on the dependent's location or old PDS is through the Service Secretary or through the Secretarial Process.

1. Low or No-Cost Moves. A Service may pay BAH or OHA based on the old PDS rate in situations involving low or no-cost moves and for situations in which the Service member and dependent are residing separately. The determination of whether it is inequitable to pay BAH or OHA based on the new PDS is through the Secretarial process. When a Service member is ordered on a PCS between PDSs located in proximity to each other, continues to commute from the residence occupied while at the old PDS BAH or OHA continues when the Service member from the time between the Service member's detachment from the old PDS and reporting to the new PDS, unless otherwise prohibited in this Chapter. A Service member ordered on PCS with TDY en route is authorized BAH or OHA during that period. If a Service member is reassigned under the conditions of a low-cost or no-cost PCS and is not authorized an HHG move, BAH or OHA is based on the rate for the old PDS if both the following conditions are met:

a. It was requested by the Service member.

b. The decision of whether it would be inequitable or not to base the allowance on the housing cost in the new PDS area to which the Service member is reassigned, is determined through the Secretarial Process.

2. Unaccompanied or Dependent-Restricted Assignment OCONUS

a. BAH or OHA is based on the old PDS in a situation in which the Service member is making a PCS to a dependent-restricted or unaccompanied assignment OCONUS and the dependent remains at the Service member's old PDS.

b. If the dependent of a Service member assigned to an unaccompanied tour moves to a designated place, the Service member is authorized BAH or OHA based on the dependent's location. Payment based on the old PDS is not authorized.

3. Location Rate Changes. Situations when location rate changes may be routinely authorized or approved when a Service member is:

a. assigned to a PDS in an area at which sufficient housing quantities do not exist.

b. In receipt of a PCS order to a unit with a promulgated change of home port and dependents relocate to the announce home port (or authorized designated place in the United States) before the effective date of the home port change.

c. assigned to "unusually arduous sea duty" and a dependent resides at or relocates to a designated place in the United States.

d. assigned to or is in receipt of a PCS authorization or order to a ship entering overhaul involving a home port change and his or her dependent is not relocated due to the home port change.

e. disadvantaged due to reassignment for reasons of improving mission capability and readiness of the unit, in receipt of a PCS authorization or order between PDSs located in the same proximity, and disallowed HHG movement. A determination must be issued through the Secretarial Process that implementing this policy in the interest of correcting an inequity incurred due to movement of the Service member for purposes of improving mission capability and unit readiness.

f. assigned to an intermittent TDY or a TDY pending further orders.

g. assigned to a Professional Military Education or training course that is scheduled for a duration of 1 year or less.

4. Multiple Dependent Locations. In instances when dependents are in multiple locations, the Service member must designate the dependent's primary residence. The housing allowance rate is based on this primary residence.

5. Ship or Home Port

a. A Service member assigned to duty aboard a ship or other afloat unit is authorized a with dependent allowance when supported by a statement of the Service member's commanding officer, or an officer designated by the commanding officer. The statement must specify that the dependent has established a residence at or in the home port vicinity. The applicable with dependent allowance is payable even though the Service member is quartered in kind aboard a ship with his or her afloat unit. The rate payable is the rate applicable to the ship's or afloat units' home port.

b. Change the housing allowance to the new home port rate on the effective date of the

home port change if the Service member is currently assigned to, or is in receipt of a PCS order to a ship or other afloat unit with an announce home port change and his or her dependent is authorized travel to the new home port.

6. Other Circumstances. The Secretary concerned may determine that other circumstances may require a dependent to reside separately from the Service member and authorize or approve a housing allowance payment based on either the dependent's location or the old PDS. If the Secretary concerned determined that an additional reason for a BAH or OHA waiver was acceptable, the Secretarial Process may then be used to authorize or approve individual cases based on that determination.

C. During Leave, Travel Status, Separation, and Other Situations. Table 10-30 and par. 100911 specify BAH or OHA accrual for a Service member entitled to basic pay with a dependent. In Table 10-30, the phrase "due to a PCS" refers to whether or not the Service member is en route to a new PDS under a PCS authorization or order.

Table 10-30. BAH or OHA for a Service Member Entitled to Basic Pay with Dependent

	If a Service member is…	**Then BAH or OHA…**
1	in a duty status or on authorized leave status not due to a PCS (includes accrued, advanced, or convalescent leave),	a. authorization continues when he or she is authorized BAH or OHA at the PDS. b. is *not* authorized when he or she is *not* authorized BAH or OHA at the PDS.
2	not authorized BAH or OHA at the PDS,	is *not* authorized.
3	in a duty, travel, or leave status due to a PCS, including a TDY en route, and such status is under a permissive travel authorization, *	is authorized unless permanent Government quarters are assigned or occupied.
4	on a TDY *not* due to a PCS, including when the status is under a permissive travel authorization,*	authorization continues as long as the PDS remains unchanged when he or she is authorized BAH or OHA at the PDS, except as restricted by par. 100702.
5	absent due to disease (as distinguished from injury) from alcohol or drugs, causing loss of pay	a. authorization continues when he or she is authorized BAH or OHA at the PDS. b. is *not* authorized when he or she is *not* authorized BAH or OHA at the PDS. However, if quarters assignment at the PDS ends during an absence, BAH or OHA accrues on and after the end date.
6	home on a PCS awaiting further orders in connection with physical evaluation board proceedings,	authorization continues until the Service member's retirement or discharge.

*Includes status under a permissive travel authorization.

100903. Service Member with Acquired Dependent

When a Service member acquires a dependent, for example, through marriage, birth, or adoption, a with-dependent housing allowance is authorized as of the date the dependent is acquired.

A. PDS in the CONUS. When the Service member is assigned to a PDS in the CONUS, the housing allowance is authorized based on the PDS. He or she may request through the Secretarial Process a housing allowance based on the dependent's residence location. Table 10-31 specifies the changes in BAH or OHA when a Service member acquires a dependent while assigned in the CONUS.

Table 10-31. Changes in BAH or OHA when a Service Member Assigned in the CONUS Acquires a Dependent

	If a dependent is located…	And Government quarters are…	Then…
1	in the CONUS, Alaska, or Hawaii (BAH area) and at or near the PDS	a. available for the Service member,	start BAH at the with-dependent rate based on the PDS as of the date the dependent is acquired.
		b. not available for the Service member,	(1) stop BAH at the without-dependent rate the day before the dependent is acquired. (2) start BAH at the with-dependent rate based on the PDS as of the date the dependent is acquired.
2	in the CONUS, Alaska, or Hawaii (BAH area) and *not* at or near the PDS	a. available for the Service member,	start BAH at the with-dependent rate based on the PDS as of the date the dependent is acquired.
		b. not available for the Service member,	(1) stop the allowance at the without-dependent rate the day before the dependent is acquired. (2) start BAH at the with-dependent rate based on the PDS as of the date the dependent is acquired.
3	outside the CONUS, Alaska, or Hawaii (OHA area) and at or near the PDS	a. available for the Service member,	start BAH at the with-dependent rate based on the PDS as of the date the dependent is acquired.
		b. not available for the Service member,	(1) stop the allowance at the without-dependent rate the day before the dependent is acquired. (2) start BAH at the with-dependent rate based on the PDS as of the date the dependent is acquired.
4	outside the CONUS, Alaska, or Hawaii (OHA area) and *not* at or near the PDS	a. available for the Service member,	start BAH at the with-dependent rate based on the PDS as of the date the dependent is acquired.
		b. not available for the Service member,	(1) stop the allowance at the without-dependent rate the day before the dependent is acquired. (2) start BAH at the with-dependent rate based on the PDS as of the date the dependent is acquired.

B. PDS OCONUS. When a Service member is assigned at a PDS OCONUS and the dependent does not reside at or near the PDS OCONUS, the housing allowance is based on the dependent's location. If the dependent does reside at or near the PDS OCONUS, the housing allowance is based on the PDS OCONUS.

Table 10-32. Changes in BAH or OHA When a Service Member Assigned OCONUS Acquires a Dependent

	If a dependent is located…	And Government quarters are…	Then…
1	in the CONUS, Alaska, or Hawaii (BAH area) and at or near the PDS	a. available for the Service member,	start BAH at the with-dependent rate based on the PDS as of the date the dependent is acquired.
		b. not available for the Service member,	(1) stop BAH at the without-dependent rate as of the day before the dependent is acquired. (2) start BAH at the with-dependent rate based on the PDS as of the date the dependent is acquired.
2	in the CONUS, Alaska, or Hawaii (BAH area) and *not* at or near the PDS	a. available for the Service member,	start BAH at the with-dependent rate based on the dependent's location as of the date the dependent is acquired.
		b. not available for the Service member,	(1) stop BAH at the without-dependent rate the day before the dependent is acquired. (2) start BAH at the with-dependent rate based on the dependent's location on the date the dependent is acquired. (3) start FSH-B or FSH-O based on the PDS on the date the dependent is acquired.
3	outside the CONUS, Alaska, or Hawaii (OHA area) and at or near the PDS	a. available for the Service member,	start OHA, based on the PDS the date the dependent is acquired.
		b. not available for the Service member,	(1) start OHA at the with-dependent rate based on the PDS the date the dependent is acquired. (2) stop the without-dependent allowance on the day before the dependent is acquired.
4	outside the CONUS, Alaska, or Hawaii (OHA area) and *not* at or near the PDS	a. available for the Service member,	start OHA at the with-dependent rate based on the dependent's location on the date the dependent is acquired.
		b. not available for the Service member,	(1) start OHA at the with-dependent rate based on the dependent's location on the date the dependent is acquired. (2) stop the without-dependent allowance on the day before the dependent is acquired. (3) start FSH-B or FSH-O based on the PDS on the date the dependent is acquired.

C. FSH Eligibility. Table 10-33 specifies FSH authorization for a Service member assigned to a PDS OCONUS. FSH eligibility is effective the date the dependent is acquired.

Table 10-33. FSH Eligibility—Service Member Assigned to a PDS OCONUS		
	If…	**Then…**
1	the dependent resides in the PDS vicinity OCONUS,	an FSH is *not* authorized and the Service member is only authorized the with-dependent housing allowance based on the PDS OCONUS.
2	single-type Government quarters are not available for a Service member assigned to a PDS OCONUS and the dependent does not reside in the PDS vicinity,	FSH is also authorized.
3	a Service member assigned to a PDS OCONUS is residing in private-sector quarters, and single-type Government quarters are available at the Service member's PDS OCONUS,	FSH is *not* authorized.
5	a Service member is assigned to a PDS in the CONUS,	FSH is *not* authorized unless the Service member is assigned to a PDS to which dependent travel is delayed or restricted (see Chapter 5).
6	a dependent visits a Service member at a PDS OCONUS for 90 or fewer days,	there are no changes to allowances.
7	a dependent visits a Service member at a PDS OCONUS for 91 or more days,	it is no longer a visit, but a change of the dependent's permanent residence. The with-dependent allowance is then based on the PDS location. FSH, if being paid, stops.
8	a dependent's permanent residence had changed due to a visit exceeding 90 days and the dependent departs the PDS area after with-dependent allowances are changed and FSH stopped,	the with-dependent allowance and FSH previously authorized are reinstated as of the dependent's departure date.

100904. Service Member with Dependent Serves Unaccompanied or Dependent-Restricted Tour or "Unusually Arduous Sea Duty"

A Service member with a dependent who serves an unaccompanied or dependent-restricted tour OCONUS or "unusually arduous sea duty" outside the United States is authorized a with-dependent housing allowance based on the dependent's location. The housing allowance may be based on the old PDS if the dependent remained in the residence shared with the Service member before the PCS, did not relocate, and is not in Government quarters. The housing allowance for the dependent's location may be authorized or approved to be effective on the date of the lease.

A. FSH Authorization. If the Service member is serving an unaccompanied or dependent-restricted tour and single-type Government quarters are not available for assignment at the PDS OCONUS, and the dependent does not reside at or near the PDS, then FSH-O or FSH-B is also authorized. A Service member assigned to "unusually arduous sea duty" is not authorized FSH since Government quarters are available for assignment.

B. Dependent Visit. Table 10-34 specifies changes made to allowances when a dependent visits a Service member serving an unaccompanied or dependent-restricted tour. If the Service member is in a BAH area, in Alaska or Hawaii, then the allowance specified in Table 10-34 is either BAH or FSH-B, as applicable. If the Service member is outside the United States, then the allowance is either OHA or FSH-O, as applicable. If all of a Service member's dependents arrive at his or her PDS OCONUS and stay beyond 90 days, the Service member is not authorized OHA simply because the dependent is present. To

be paid OHA the Service member must provide the required documentation (a completed and approved DD Form 2367 (OHA Report)) for private-sector leased or owned housing.

Table 10-34. Dependent Visits Service Member who is Serving an Unaccompanied or Dependent-Restricted Tour		
If Government quarters are available and the dependent visits…		**Then…**
1	for 90 or fewer days,	there is no change to the allowance.
2	for 91 or more days,	a. stop the with-dependent allowance based on the dependent's location on the 90th day. b. start the with-dependent allowance based on the PDS on the 91st day.
3	for 91 or more days, and later departs the PDS after the 91st day to take up residence elsewhere,	a. stop the with-dependent allowance based on the dependent's location on the 90th day. b. start the with-dependent allowance based on the PDS on the 91st day. c. stop the with-dependent allowance based on the PDS on the day before the dependent departs. d. reinstate the with-dependent allowance based on the dependent's location as of the departure day.
If Government quarters are not available and the dependent visits…		**Then…**
4	for 90 or fewer days,	start FSH based on the PDS as of the date private-sector housing is acquired at the PDS.
5	for 91 or more days,	a. stop the with-dependent allowance based on the dependent's location on the 90th day. b. stop FSH on the 90th day. c. start with-dependent BAH or OHA based on the PDS on the 91st day.
6	for 91 or more days, and later departs the PDS after the 91st day to take up residence elsewhere,	a. stop the with-dependent allowance based on the dependent's location on the 90th day. b. stop FSH on the 90th day. c. start with-dependent BAH or OHA based on the PDS on the 91st day. d. stop BAH or OHA based on the PDS on the day before the dependent departs. e. reinstate the with-dependent allowance based on the dependent's location and FSH as of the departure day.

C. Initial Tour of Duty. When a Service member serves an unaccompanied or dependent-restricted tour at the first PDS, in other words, the initial PDS when coming on active duty, payment of a with-dependent housing allowance is based on one of the designated locations specified in par. 050814 if the dependent has been authorized or approved to reside at one of those locations.

D. Transfer between Unaccompanied or Dependent-Restricted Tours. A Service member transferred between unaccompanied or dependent-restricted tours, whose dependent does not move, continues to be authorized a with-dependent rate based on the dependent's location. A Service member is authorized a with-dependent rate based on the dependent's new location if the Service member is transferred between unaccompanied or dependent-restricted tours and the dependent moves from either:

1. The Service member's old PDS (the PDS before the Service member was assigned on the first unaccompanied or dependent-restricted tour) to a designated place.

2. A designated place to another designated place if the move is authorized or approved.

E. Dependent Relocates to Other OHA Location. If a dependent relocates from a designated place at personal expense to any other OHA location that is not in the vicinity of the Service member's PDS, start OHA based on the new location effective the date private-sector housing is obtained once the required documentation is provided. If the dependent departed from an OHA area, stop the with-dependent allowance based on the designated place effective the day before the dependent departed that location. If the dependent departed from a BAH area, stop the with-dependent allowance the day before the dependent arrives at the new location.

F. Dependent Relocates to Other BAH Location. If the dependent relocates at personal expense from a designated place in a BAH area to a different location in a BAH area that is not at or near the Service member's PDS, continue BAH based on the previously authorized location (either the old PDS or dependent location before the move). If the dependent relocates from a designated place in an OHA area to a location in a BAH area, start BAH based on the new location on the dependent's arrival date and stop the OHA the day before dependent's departure.

G. Situation-Based Rate for Housing Allowance. Table 10-35 specifies situation-based rate information. A housing allowance must not be paid if a Service member is assigned adequate family-type Government quarters at the PDS. Do not start the housing allowance until the Service member terminates the family-type Government quarters assignment.

1. If a Service member is assigned to an unaccompanied or dependent-restricted tour at a PDS OCONUS and he or she is required to perform a TDY anywhere in the world, due to a transfer to another unaccompanied or dependent-restricted tour, and the dependent continues to reside at the same location then continue to pay the housing allowance based on the dependent's permanent residence.

2. If a Service member is assigned to an unaccompanied or dependent-restricted tour at a PDS OCONUS and the Service member is required to perform a TDY due to a transfer to the United States, and the dependent continues to reside at the same location then continue to pay a housing allowance based on the dependent's permanent residence location through the day before the Service member's reporting day to the new PDS. Start BAH or OHA based on the new PDS, the day the Service member reports at that PDS.

3. If a Service member is assigned to "unusually arduous sea duty" in the United States and the dependent is not residing with the Service member at the unit's home port then pay BAH based on the unit's home port. The Service member may request a waiver through the Secretarial process for BAH or OHA to be based on the old PDS if the dependent remained in the residence shared with the Service member before the PCS, or based on the dependent's current location.

Table 10-35. Dependent Retains Permanent Residence when Service Member Assigned to Unaccompanied or Dependent-Restricted Tour at a PDS OCONUS or "Unusually Arduous Sea Duty" outside the United States		
	If the dependent retains the permanent residence in the United States and …	**Then…**
1	remains at the Service member's old PDS,	continue to pay BAH based on the old PDS.
2	is at a U.S. location other than the old PDS, and the Service member is receiving BAH based on a Secretarial waiver,	continue the BAH previously being paid.
3	is at a U.S. location other than the old PDS that is *not* a location for which the Service member had a Secretarial waiver,	stop old PDS-based BAH the day before the Service member's departure. Pay BAH-Transit starting on the Service member's departure day until the day before the Service member's reporting day at the new PDS. Start BAH based on the dependent's location the day the Service member arrives at the new PDS.
	If the dependent retains the permanent residence outside the United States and…	**Then…**
4	remains at the Service member's old PDS,	continue to pay OHA based on the old PDS.
5	is at a location OCONUS other than the old PDS and the Service member is receiving OHA based on a Secretarial waiver,	continue the OHA previously paid.
6	is at a location OCONUS other than the old PDS that is *not* a location for which the Service member had a Secretarial waiver,	stop OHA the day before the Service member's departure. Pay BAH-Transit starting on the Service member's departure day until the day before the Service member's reporting day at the new PDS. Start OHA based on the dependent's location the day the Service member arrives at the new PDS.

Table 10-36. Dependent Relocates when Service Member Assigned to Unaccompanied or Dependent-Restricted Tour at a PDS OCONUS or "Unusually Arduous Sea Duty" outside the United States			
	If the dependent..	**And…**	**Then…**
1	relocates the permanent residence from the United States to another location in the United States at Government expense	travels with the Service member,	start based on the dependent's location-based BAH the day one or more dependent arrive at the new residence location and stop BAH-Transit the day before the dependent arrives.
2		travels after the Service member,	a. Stop BAH based on the old PDS the day before the Service member departs. b. Start BAH-Transit the day the Service member departs and pay it through the day before the Service member's reporting day at the new PDS. c. Start BAH based on the old PDS, the day the Service member reports to the new PDS and continue it until the day before the dependent arrives at the new residence location. d. Start BAH based on the dependent's location, the day one or more dependents arrive at the new residence location.

Table 10-36. Dependent Relocates when Service Member Assigned to Unaccompanied or Dependent-Restricted Tour at a PDS OCONUS or "Unusually Arduous Sea Duty" outside the United States			
If the dependent..		**And…**	**Then…**
3	relocates the permanent residence at Government expense from outside the United States to the United States	travels in advance of the Service member,	start BAH based on the dependent's location, the day one or more dependents arrive at the new residence location. OHA based on the old PDS or BAH-Transit continues through the day before the dependent arrives.
4		travels with the Service member,	a. Stop OHA the day before the Service member departs. b. Start BAH-Transit on the day the Service member departs and continue it through the day before the dependent arrives at the new location. c. Start BAH based on the dependent's location, the day one or more dependents arrive at the new residence location.
5		travels after the Service member,	a. Stop OHA based on the old PDS, the day before the Service member departs. b. Start BAH-Transit the day the Service member departs and continue it through the day before the Service member's reporting date at the new PDS. c. Start OHA based on the old PDS, the day the Service member reports to the new PDS and continue it until the day before the dependent departs. d. Start BAH based on the dependent's location, the day one or more dependents arrive at the new residence location.
6	relocates the permanent residence at Government expense from a location outside the United States to another location outside the United States	travels in advance of the Service member,	start OHA based on the dependent's location, the day the dependent incurs permanent lodging costs at the new residence. OHA based on the old PDS or BAH-Transit continues through the day before OHA based on the dependent's location begins.
7		travels with the Service member,	a. Stop OHA based on the old PDS the day before the Service member departs. b. Start BAH-Transit the day the Service member departs the old PDS. c. Start OHA based on the dependent's location, the day the dependent incurs permanent lodging costs at the new residence location. d. Stop BAH-Transit the day before OHA based on the dependent's location begins.
8		travels after the Service member,	a. Stop OHA based on the old PDS, the day before the Service member departs. b. Start BAH-Transit the day the Service member departs and continue it through the day before the Service member's reporting day at the new PDS. c. Start OHA based on the old PDS, the day the Service member reports to the new PDS and continue it until the day before the dependent departs. d. Start OHA based on the dependent's location, the day the dependent starts incurring permanent lodging costs at the new residence location.
9	relocates the permanent	travels in advance of the	start OHA based on the dependent's location, the day the dependent incurs permanent lodging costs at the new residence

Table 10-36. Dependent Relocates when Service Member Assigned to Unaccompanied or Dependent-Restricted Tour at a PDS OCONUS or "Unusually Arduous Sea Duty" outside the United States			
If the dependent..		**And…**	**Then…**
	residence at Government expense from the United States to a location outside the United States	Service member,	location. BAH based on the old PDS, or BAH-Transit continues through the day before OHA based on the dependent's location begins.
10		travels with the Service member,	a. stop BAH based on the old PDS, the day before the Service member departs. b. Start BAH-Transit the day the Service member departs the old PDS. c. Start OHA based on the dependent's location, the day the dependent incurs permanent lodging costs at the new residence location. d. Stop BAH-Transit the day before OHA based on the dependent's location begins.
11		travels after the Service member,	a. stop BAH based on the old PDS, the day before the Service member departs. b. Start BAH-Transit on the day the Service member departs and continue it through the day before the Service member's reporting day at the new PDS. c. Start BAH based on the old PDS, the day the Service member reports to the new PDS. d. Start OHA based on the dependent's location, the day the dependent starts incurring permanent lodging costs at the new residence location. e. Stop BAH based on the old PDS, the day before OHA based on the dependent's location begins.
12	relocates the residence at personal expense while the Service member is serving an unaccompanied or dependent-restricted tour,	moves to an OHA area,	pay the rate for where the dependent retains the permanent residence (in or outside the United States) through the day before a dependent arrives at the new permanent residence location. OHA authority at the rate applicable to the new permanent residence location begins the day a dependent arrives at that location.
13		relocates between BAH locations,	continue BAH based on the rate for the previously authorized location—either the old PDS or the dependent's location—before the move.
14		relocates from a designated place outside the United States (OHA area) to a U.S. location,	discontinue OHA based on the previously authorized location the day before the dependent departs. Start BAH based on the new permanent residence location, the day a dependent arrives at that location.

100906. Reserve Component (RC) Member

A DoD retired Service member ordered to active duty is authorized the same housing allowances as an RC member. A lease agreement or verifiable purchase price is required before OHA payment.

A. Order Duration. An RC member called or ordered to active duty for 30 or fewer days is

authorized the RC rate (BAH-RC), except for contingency operations or for an Active Guard Reserve (AGR) member. A Service member called or ordered to active duty for 31 or more days, except a Service member without a dependent during initial entry training, is authorized BAH or OHA. An RC member initially on a tour of 30 or fewer days who receives an order modification or assignment extension with a prospective, new active-duty period of 31 or more days receives BAH or OHA on the modification date. If the new period is 31 or more days, BAH-RC stops the day before the amendment or modification and BAH or OHA based on the primary residence starts on the modification date. Periods of active duty previously served may not be added together to meet the requirement for BAH or OHA that active duty exceed 30 days. See par. 100911 for the rate for a Service member in accession pipeline travel.

1. Called or Ordered to Active Duty for 30 or Fewer Days. If the RC member is called or ordered to active duty for 30 or fewer days and the duty is *not* in support of a contingency operation, then start BAH-RC on the first day of active duty. If the duty is in support of a contingency operation, then start BAH or OHA based on the primary residence at the time called or ordered to active duty beginning on the first day of active duty.

2. Called or Ordered to Active Duty for Other than Training or Active Duty for Training (ADT) for 31 or More Days. An RC member called or ordered to ADT for a period lasting between 31 and 139 days, receives BAH or OHA based on the primary residence at the time called or ordered to ADT beginning on the first day of active duty. An RC member called or ordered to active duty for other than training for a period lasting between 31 and 180 days, except if he or she is without a dependent during initial entry training, is authorized BAH or OHA based on the primary residence beginning on the first day of active duty. This rate continues for the tour duration except as otherwise specified in this chapter.

3. Called or Ordered to ADT for 140 or More Days or Other Than Training for 181 or More Days and Authorized HHG Transportation. Except when supporting a contingency operation, the initial rate ends on the day before the RC member reports at the duty location specified in the active-duty order. Whether or not the duty is in support of a contingency operation, BAH or OHA based on the primary residence starts at the time called or ordered to active duty for training, beginning on the first day of active duty and continues through the day before arrival at the PDS. BAH or OHA based on the PDS location begins on the day the RC member reports at that location. An RC member called or ordered to ADT for 140 or more days at one location or other than training for 181 or more days is authorized BAH or OHA in the same manner as a Service member already on active duty. OHA or BAH is not authorized for an RC member assigned adequate Government quarters to his or her grade and dependency status at the PDS.

4. Called or Ordered to ADT for 140 or More Days but *not* Authorized HHG Transportation. If the RC member is not authorized HHG transportation (e.g., duty is not performed for 140 or more days at one location), he or she receives BAH or OHA based on the primary residence at the time called or ordered to active duty, except as specified for an RC member OCONUS without a dependent. An RC member without a dependent authorized PCS allowances but not HHG transportation to a location OCONUS and Government quarters are not available, receives BAH or OHA based on the primary residence, unless the rate at the PDS is authorized or approved through the Secretarial Process.

5. Called or Ordered to Active Duty Other than Training for 181 or More Days but *not* Authorized HHG Transportation. An RC member called or ordered to active duty for other than training for 181 or more days who is not authorized HHG transportation for a PCS receives BAH or OHA based on the primary residence, except as specified for an RC member OCONUS without a dependent in subpar A6 below. The member must be residing at any of the following locations at the time called or ordered to active duty:

a. At locations outside the local commuting distance of the RC member's primary residence and the duty is not for more than 180 consecutive days at one location.

b. At a location other than the RC member's primary residence but authorized TDY allowances as specified in Chapter 3.

c. At a location to which the RC member commutes from his or her primary residence.

d. At a location OCONUS for a prospective period of less than 12 months.

6. RC Member without Dependent OCONUS. An RC member without a dependent—or who has no dependents other than for whom he or she is paying child support—and who is not authorized FSH as specified in Section 1006 receives BAH or OHA based on the primary residence. If the following conditions apply:

a. The RC member is authorized PCS allowances to a location OCONUS.

b. The RC member is not authorized PCS HHG transportation because the prospective period is less than 12 months. HHG transportation under a TDY order, as specified in Chapter 2, does not affect this housing allowance authority.

c. Government quarters are *not* available at the PDS.

The Service may determine that it is inequitable to pay a housing allowance based on the primary residence. A housing allowance based on the PDS may be authorized or approved through the Secretarial Process. If Government quarters are available for assignment to the RC member at the PDS, he or she receives only BAH or OHA based on the primary residence.

7. Called or ordered to Active Duty for Contingency. An RC member called or ordered to active duty in support of a contingency operation is authorized BAH or OHA based on the primary residence beginning on the first day of active duty. This rate is authorized even for duty of 30 or fewer days. This rate continues for the duration of the tour unless the RC member is authorized PCS HHG transportation, in which case the rate for the PDS would apply on the day the RC member reports to the PDS.

8. Injured or Physically Disabled While on Active Duty or on Inactive-Duty Training

a. An RC member injured or physically disabled due to an injury, illness, or disease incurred or aggravated in the line of duty during any of the following is authorized BAH or OHA:

(1) Performing active duty.

(2) While on inactive-duty training, other than work or study in connection with a correspondence course of an armed force, or attendance in an inactive status at an education institution under the sponsorship of an armed force or the USPHS.

(3) While authorized incapacitation pay, which may include BAH or OHA under DoDI 1241.01 (RC Line of Duty Determination for Medical and Dental Treatments and Incapacitation Pay Entitlements).

b. BAH or OHA is based on the primary residence and is paid beginning on the date the RC member becomes entitled to incapacitation pay. BAH or OHA for an eligible RC member may not be paid for more than 6 months except when, in the interest of fairness and equity, the Secretary concerned or the Secretary's designee extends incapacitation pay. For offsets, see 37 U.S.C. §204(g) and (h), and DoDI 1241.01 (RC Line of Duty Determination for Medical and Dental Treatments and Incapacitation Pay Entitlements).

9. Order Modification or Amendment. When an RC member receives an order modification or amendment extending his or her assignment, the prospective new active-duty period determines the authority for housing allowances. If the prospective period is 140 or more days for training or 181 or more days and HHG are authorized for the PCS, the BAH-RC or BAH or OHA based on the primary residence stops the day before the modification or amendment and BAH or OHA based on the PDS begins on the modification date.

B. Contingency Operation. An RC member called or ordered to active duty in support of a contingency operation is authorized BAH or OHA for the duration of the tour. If the RC member receives a PCS order authorizing HHG transportation, BAH or OHA is based on the new PDS. However, if the Service member is called or ordered to active duty and a PCS order is not issued, BAH or OHA is based and paid on the primary residence location at the time called or ordered to active duty except for an AGR member.

C. AGR Member. An AGR member's BAH or OHA is based on the PDS, even when the Service member is mobilized for active duty other than for AGR duty, provided the Service member does not have a break in service. The rate based on the PDS applies for the duration of the tour. If the AGR member receives a PCS order authorizing HHG transportation, BAH or OHA is based on the new PDS. However, if the Service member is called or ordered to active duty without a break in service and a PCS order authorizing HHG transportation is not issued, BAH or OHA is based and paid on the PDS location at the time called or ordered to active duty. A break in service occurs when 1 or more calendar days between active-duty service periods do not qualify as active-duty service. If an AGR member has a break in service when called to active duty for other than AGR duty, then the Service member is paid a housing allowance as for any other RC member (for example, the primary-residence rate).

D. RC Member Married to Service Member. Unless an RC member is assigned to a contingency operation or is an AGR member when he or she is called to active duty for 30 or fewer days, the RC member is authorized the RC rate (BAH-RC) without-dependent rate if he or she is not assigned to Government quarters and is married to another Service member on active duty without a dependent. For such an RC member on active duty for 31 or more days, each Service member is authorized BAH or OHA at the without-dependent rate. If a Service member in this situation has a dependent, BAH or OHA is paid as for an active-duty member.

100907. Government Defers Dependent Travel

A. When the Government defers dependent travel at Government expense to a Service member's new PDS pending housing availability, in the CONUS or OCONUS, a with-dependent housing allowance continues to be paid at the old PDS rate, or at the rate for the dependent's location if the dependent relocated there at Government expense. In a case in which the Secretarial Process previously authorized a housing allowance based on the dependent's location, that rate continues.

B. FSH-O or FSH-B for the Service member's location starts when the Service member obtains

private-sector housing.

C. The payment of the with-dependent allowance and FSH-O or FSH-B continues for 60 days after dependent travel is authorized. If the 60-day time period expires, a dependent has not arrived at the Service member's PDS, and an extension to the 60-day period has not been granted through the Secretarial Process, a housing allowance is not authorized for the dependent's location. However, the Service member is authorized a with-dependent allowance based on the PDS location.

D. Table 10-37 specifies changes to a housing allowance when the Government defers a dependent's travel to a duty station OCONUS.

Table 10-37. Changes when Government Defers Dependent Travel to Duty Station OCONUS

	If…	And…	Then…
1	the expected travel delay is at least 61 days but less than 20 weeks, the dependent did not relocate at Government expense,	arrives within 60 days of being given authorization to travel to the PDS OCONUS,	a. Continue the with-dependent allowance based on the old PDS upon the Service member's departure. b. Start FSH-O or FSH-B the day private-sector housing is acquired at the new PDS. c. Stop FSH the day before the dependent arrives. d. Stop the with-dependent allowance based on the old PDS the day before the dependent arrives. e. Start OHA or BAH in Alaska or Hawaii at the with-dependent rate on the dependent's arrival date.
2		does *not* arrive within 60 days of being given authorization to travel to the PDS OCONUS,	a. Continue the with-dependent allowance, based on the old PDS upon the Service member's departure. b. Start FSH-O or FSH-B the day private-sector housing is acquired at the new PDS. c. Stop FSH at 24:00 on the 60th day from the date travel is authorized to begin. d. Change the with-dependent allowance to the rate based on the new PDS on the 61st day.
3	the expected travel delay is 20 or more weeks, the dependent did not relocate at Government expense,	arrives within 60 days of being given authorization to travel to the PDS OCONUS,	a. Continue the with-dependent allowance based on the old PDS upon the Service member's departure. b. Start FSH-O or FSH-B the day private-sector housing is acquired at the new PDS. c. Stop FSH and the with-dependent allowance the day before the dependent arrives. d. Start OHA, or BAH in Alaska or Hawaii, at the with-dependent rate the day the dependent arrives at the Service member's PDS.
4		does *not* arrive within 60 days of being given authorization to travel to the PDS OCONUS,	a. continue the with-dependent allowance based on the old PDS, upon the Service member's departure. b. Start FSH-O or FSH-B the day private-sector housing is acquired at the new PDS. c. Stop FSH-O or FSH-B at 24:00 on the 60th day from the date travel is authorized to begin. d. Change the with-dependent allowance to the rate based on the new PDS on the 61st day.
5	the dependent is relocated at Government	arrives within 60 days of being given	a. Change the rate of the with-dependent allowance from the rate of the old PDS to the rate of the designated location, the day the dependent arrives at the designated location. b. Start FSH-O or FSH-B the day private-sector housing is

Table 10-37. Changes when Government Defers Dependent Travel to Duty Station OCONUS			
	If…	And…	Then…
	expense	authorization to travel to the PDS OCONUS,	acquired at the PDS. c. Stop FSH the day before the dependent arrives. d. Stop the with-dependent allowance, based on the dependent's location, the day before the dependent arrives at the Service member's PDS. e. Start OHA, or BAH in Alaska or Hawaii, at the with-dependent rate the day the dependent arrives at the Service member's PDS.
6		does *not* arrive within 60 days of being given authorization to travel to the PDS OCONUS,	a. Change the rate of the with-dependent allowance from the rate of the old PDS to the rate of the designated location, the day the dependent arrives at the designated location. b. Start FSH-O or FSH-B the day private-sector housing is acquired at the new PDS. c. Stop FSH-O or FSH-B at 24:00 on the 60th day from the date travel is authorized to begin. d. Change the with-dependent allowance from the rate of the old PDS to the rate of the new PDS on the 61st day.

E. Tables 10-38 and 10-39 specify changes, based on location and expected travel delay, when the Government defers dependent travel to a duty station in the CONUS when the area has been declared a concurrent dependent travel application area (see par. 051205).

Table 10-38. Government Defers Dependent's Travel to PDS in the CONUS for 139 or Fewer Days and Old PDS is in the United States		
	If the dependent is not relocated at Government expense and…	**Then…**
1	arrives within 60 days of travel authorization,	a. upon the Service member's departure, continue the with-dependent allowance based on the old PDS. b. Start FSH-B the day private-sector housing is acquired at the new PDS. c. Stop FSH the day before the dependent arrives. d. Stop the with-dependent allowance based on the old PDS the day before the dependent arrives. e. Start BAH at the with-dependent rate the day the dependent arrives at the Service member's PDS.
2	does *not* arrive within 60 days of travel authorization,	a. upon the Service member's departure, continue the with-dependent allowance based on the old PDS. b. Start FSH-B the day private-sector housing is acquired at the new PDS. c. Stop FSH at 24:00 on the 60th day from the date travel is authorized to begin. d. Change the with-dependent allowance from being based on the old PDS to being based on the new PDS on the 61st day.

Table 10-39. Government Defers Dependent's Travel to 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)		
If the dependent is not relocated at Government expense, and…		**Then…**
1	arrives within 60 days of travel authorization	a. Upon the Service member's departure, continue the with-dependent allowance based on the old PDS. b. Start FSH-B on the day private-sector housing is acquired at the new PDS. c. Stop FSH on the day before dependent arrival. d. Stop the with-dependent allowance based on the old PDS on the day before the dependent arrives. e. Start BAH at the with-dependent rate as of the day the dependent arrives at the Service member's PDS.
2	does *not* arrive within 60 days of travel authorization	a. Upon the Service member's departure, continue the with-dependent allowance based on the old PDS. b. Start FSH-B on the date private-sector housing is acquired at the PDS. c. Stop FSH-B at 24:00 on the 60th day from the date travel is authorized to begin. d. Change the with-dependent allowance from being based on the old PDS to being based on the new PDS on the 61st day.
If the dependent is relocated at Government expense, and		**Then…**
3	arrives within 60 days of travel authorization	a. Change the rate of the with-dependent allowance from the rate of the old PDS to the rate of the designated location, the day the dependent arrives at the designated location. b. Start FSH-B the day private-sector housing is acquired at PDS. c. Stop FSH the day before the dependent arrives. d. Stop the with-dependent allowance based on the dependent's location, the day before the dependent arrives at the Service member's PDS. e. Start BAH at the with-dependent rate for the Service member's PDS the day the dependent arrives at the Service member's PDS.
4	does *not* arrive within 60 days of travel authorization	a. Change the rate of the with-dependent allowance from the rate of the old PDS to the rate of the designated location, the day the dependent arrives at the designated location. b. Start FSH-B the day private-sector housing is acquired at the new PDS. c. Stop FSH-B at 24:00 on the 60th day from the date travel is authorized to begin. d. Change the with-dependent allowance from being based on the dependent's location to being based on the new PDS on the 61st day.

100908. Dependent Travels Before or After Service Member

When a PCS order has been issued, the Service member's family may perform PCS travel at a

different time than the Service member.

A. Housing Allowance Based on Dependent's Location or Old PDS. Unless otherwise authorized or approved, a Service member's housing allowance is based on the PDS. If authorized or approved through the Secretarial Process, a Service member may be authorized a housing allowance based on the location at which a dependent maintains a permanent residence or the old PDS. Situations that are routinely authorized or approved at a lower level than the Service Secretary are listed in par. 100902-B. An example of advance travel is the member's family travels ahead to get settled before school starts. An example of delayed travel is the family remains at the old PDS until the school year ends.

B. Secretarial Determinations. The Secretary concerned may determine that other circumstances may require a dependent to reside separately from the Service member and authorize or approve a housing allowance payment based on either the dependent's location or the old PDS. If the Secretary concerned determined that an additional reason for a BAH or OHA waiver was acceptable, the Secretarial Process may then be used to authorize or approve individual cases based on that determination.

C. Rates Applicable

1. If a dependent relocates, the rate applicable to the dependent's new residence location is effective on the date the dependent arrives.

2. If the dependent does *not* relocate, the with-dependent allowance is based on the higher of the rates for the dependent's location or the Service member's old PDS and continues until the dependent departs the authorized or approved location.

3. A Service member is generally authorized BAH-Transit while on leave and travel between PDSs. However, in situations in which the Secretary concerned has authorized or approved an advance or delayed travel situation, the authorized or approved allowance at the with-dependent rate applies. In delayed travel situations, when the dependent departs the authorized or approved location, the allowance changes to the new PDS if the Service member has already arrived there or to the BAH-Transit if the Service member is still in transit.

D. Advance Travel. In all cases of advance travel, if the Service member is assigned Government quarters at the old PDS and a housing allowance has not been approved by the Secretarial process for the dependent's location, do not start either BAH or OHA.

1. Table 10-40 specifies changes to housing allowances when the old PDS and new PDS are in the United States (BAH area).

Table 10-40. Advance Dependent Travel when Service Member's Old PDS and New PDS Are in the United States (BAH Area)

	If the Service member…	And a housing allowance..	Then…
1	is assigned Government quarters at the old PDS	has been approved through the Secretarial Process for the dependent's location,	Start BAH at the with-dependent rate based on the dependent's location on whichever is later: a. The Arrival date. b. The date Government quarters assignment terminates.

Table 10-40. Advance Dependent Travel when Service Member's Old PDS and New PDS Are in the United States (BAH Area)			
If the Service member…		**And a housing allowance..**	**Then…**
			c. The effective date specified by the authorizing or approving document.
2	is not assigned Government quarters at the old PDS	has been approved through the Secretarial Process for the dependent's location,	a. Start BAH at the with-dependent rate based on the dependent's location on whichever is later: (1) The arrival date. (2) The effective date specified by the authorizing or approving document. b. Stop BAH based on the current PDS as of the day before BAH starts based on the dependent's location.
3	is not assigned Government quarters at the old PDS	has *not* been approved through the Secretarial Process for the dependent's location,	continue BAH based on the current PDS until the Service member's departure.

2. Table 10-41 specifies changes to housing allowances when the old PDS is in the United States (BAH area) and the new PDS is outside the United States (OHA area).

Table 10-41. Advance Dependent Travel when Service Member's Old PDS Is in the United States (BAH Area), New PDS is outside the United States (OHA Area)			
If the Service member…		**And a housing allowance..**	**Then…**
1	is assigned Government quarters at the old PDS	has been approved through the Secretarial Process for the dependent's location,	start OHA at the with-dependent rate based on the dependent's location on whichever is later: a. The date private-sector housing is obtained at the new PDS. b. The date Government quarters assignment terminates. c. The effective date specified by the authorizing or approving document.
2	is not assigned Government quarters at the old PDS	has been approved through the Secretarial Process for the dependent's location,	a. Start OHA at the with-dependent rate based on the dependent's location on whichever is later: (1) The date private-sector housing is obtained at the new PDS. (2) The effective date specified by the authorizing or approving document. b. Stop BAH based on the current PDS, the day before OHA starts based on the dependent's location.
3	is not assigned Government quarters at the old PDS	has *not* been approved through the Secretarial Process for the dependent's location,	continue BAH based on the current PDS until the Service member's departure.

3. Table 10-42 specifies changes to housing allowances when the old PDS is outside the United States (OHA area) and the new PDS is in the United States (BAH area).

Table 10-42. Advance Dependent Travel when Service Member's Old PDS Is outside the United States (OHA Area), New PDS is in the United States (BAH Area)			
	If the Service member…	**And a housing allowance..**	**Then…**
1	is assigned Government quarters at the old PDS	has been approved through the Secretarial Process for the dependent's location,	Start BAH at the with-dependent rate based on the dependent's location on whichever is later: a. The Arrival date. b. The date Government quarters assignment terminates. c. The effective date specified by the authorizing or approving document.
2	is not assigned Government quarters at the old PDS	has been approved through the Secretarial Process for the dependent's location,	a. Start BAH at the with-dependent rate based on the dependent's location on whichever is later: (1) The arrival date. (2) The effective date specified by the authorizing or approving document. b. Stop OHA based on the current PDS, the day before BAH starts based on the dependent's location.
3	is not assigned Government quarters at the old PDS	has *not* been approved through the Secretarial Process for the dependent's location,	continue OHA based on the current PDS, until the Service member's departure.

4. Table 10-43 specifies changes to housing allowances when both the old and new PDS are outside the United States (OHA area).

Table 10-43. Advance Dependent Travel when Service Member's Old and New PDS outside the United States (OHA Area)			
	If the Service member…	**And a housing allowance..**	**Then…**
1	is assigned Government quarters at the old PDS	has been approved through the Secretarial Process for the dependent's location,	start OHA at the with-dependent rate based on the dependent's location on whichever is later: a. The date private-sector housing is obtained at the new PDS. b. The date Government quarters assignment terminates. c. The effective date specified by the authorizing or approving document.
2	is not assigned Government quarters at the old PDS	has been approved through the Secretarial Process for the dependent's location,	a. Start OHA at the with-dependent rate based on the dependent's location on whichever is later: (1) The date private-sector housing is obtained at the new PDS. (2) The effective date specified by the authorizing or approving document. b. Stop OHA based on the current PDS, the day before OHA starts based on the dependent's location.
3	is not assigned	has *not* been approved through the Secretarial	continue OHA based on the current PDS until the Service member's departure.

	Government quarters at the old PDS	Process for the dependent's location,	

E. Delayed Travel

1. Table 10-44 specifies changes to housing allowances when the old PDS and new PDS are in the United States (BAH area).

Table 10-44. Delayed Dependent Travel when Service Member's Old PDS and New PDS Are in the United States (BAH area)

	If the Service member…	And a housing allowance…	Then…
1	is assigned Government quarters at the old PDS	has been approved through the Secretarial Process for the dependent's location,	a. start BAH based on the higher of either the old PDS or the dependent's location on whichever is later: (1) The day Government quarters assignment terminates. (2) The effective date specified by the authorizing or approving document. b. base the allowance on the new PDS the day the dependent departs if the Service member has arrived at the new PDS or change it to BAH-Transit if the Service member is still in transit.
2		has *not* been approved through the Secretarial Process for the dependent's location,	start BAH based on the new PDS, the day Government quarters assignment terminates if the Service member has arrived at the new PDS or start BAH-Transit if the Service member is still in transit.
3	is *not* assigned Government quarters at the old PDS	has been approved through the Secretarial Process for the dependent's location,	a. continue BAH based on the higher of either the old PDS or on the dependent's location on whichever is later: (1) The day the Service member departs from the old PDS. (2) The effective date specified by the authorizing or approving document. b. base the allowance on the current PDS the day the dependent departs if the Service member has arrived at the new PDS or change it to BAH-Transit if the Service member is still in transit.
4		has *not* been approved through the Secretarial Process for the dependent's location,	stop BAH as of the day before the Service member's departure.

2. Table 10-45 specifies changes to housing allowances when the old PDS is in the United States (BAH area) and the new PDS is outside the United States (OHA area).

Table 10-45. Delayed Dependent Travel when Service Member's Old PDS in the United States (BAH Area), New PDS Outside the United States (OHA Area)			
If the Service member…		**And a housing allowance…**	**Then…**
1	is assigned Government quarters at the old PDS	has been approved through the Secretarial Process for the dependent's location,	a. start BAH based on the highest of either the old PDS or the dependent's location on whichever is later: (1) The day Government quarters assignment terminates. (2) The effective date specified by the authorizing or approving document. b. base the allowance on the new PDS the day the dependent departs if the Service member has arrived to the new PDS or change it to BAH-Transit if the Service member is still in transit.
2		has *not* been approved through the Secretarial Process for the dependent's location,	a. start OHA based on the new PDS, the day Government quarters assignment terminates if the Service member has arrived at the new PDS. b. start BAH-Transit if the Service member is still in transit.
3	is *not* assigned Government quarters at the old PDS	has been approved through the Secretarial Process for the dependent's location,	a. start BAH based on the highest of either the old PDS or the dependent's location on whichever is later: (1) The day the Service member departs from the old PDS. (2) The effective date specified by the authorizing or approving document. b. base the allowance on the new PDS the day the dependent departs if the Service member has arrived at the new PDS or change it to BAH-Transit if the Service member is still in transit.
4		has *not* been approved through the Secretarial Process for the dependent's location,	stop BAH the day before the Service member's departure.

3. Table 10-46 specifies changes to housing allowances when the old PDS is outside the United States (OHA area) and the new PDS is in the United States (BAH area).

Table 10-46. Delayed Dependent Travel when Service Member's Old PDS Outside the United States (OHA Area), New PDS in the United States (BAH Area)			
If the Service member…		**And a housing allowance…**	**Then…**
1	is assigned Government quarters at the old PDS	has been approved through the Secretarial Process for the dependent's location and the dependent moves to the new PDS after Government quarters terminates,	start BAH based on the new PDS, if the Service member has arrived at the new PDS, or start BAH-Transit if the Service member is in transit.
2		has been approved	a. start OHA based on the old PDS on whichever is later:

Table 10-46. Delayed Dependent Travel when Service Member's Old PDS Outside the United States (OHA Area), New PDS in the United States (BAH Area)			
If the Service member…		**And a housing allowance…**	**Then…**
		through the Secretarial Process for the dependent's location and the dependent moves to private-sector housing at the old PDS after Government quarters terminates,	(1) The day Government quarters terminates. (2) The date private-sector housing is obtained. (3) The effective date specified by the authorizing or approving document. b. change to BAH based on new PDS, the day the dependent departs if the Service member has arrived to the new PDS or to BAH-Transit if the Service member is still in transit.
3	is assigned Government quarters	has *not* been approved by the Secretarial Process for the dependent's location	start BAH based on the new PDS when Government quarters terminates, if the Service member has arrived at the new PDS or start BAH-Transit if the Service member is still in transit.
4	is *not* assigned Government quarters at the old PDS	has been approved through the Secretarial Process for the dependent's location,	a. continue OHA based on the old PDS on whichever is later: (1) The day the Service member departs from the old PDS. (2) The effective date specified by the authorizing or approving document. b. change to BAH based on new PDS, the day the dependent departs if the Service member has arrived to the new PDS or to BAH-Transit if the Service member is still in transit.
		has *not* been approved through the Secretarial Process for the dependent's location,,	stop OHA the day before the Service member's departure.

4. Table 10-47 specifies changes to housing allowances when the old PDS and new PDS are outside the United States (OHA area).

Table 10-47. Delayed Dependent Travel when Service Member's Old and New PDS Outside the United States (OHA Area)			
If the Service member…		**And a housing allowance…**	**Then…**
1	is assigned Government quarters at the old PDS	has been approved through the Secretarial Process for the dependent's location and the dependent moves to the new PDS after Government quarters terminates,	start OHA based on the new PDS if the Service member has arrived, or BAH-Transit if in transit.
2		has been approved through the Secretarial Process for the dependent's location	a. start OHA based on the old PDS on whichever is later: (1) The date Government quarters terminates. (2) The date private-sector housing is obtained. (3) The effective date specified by the authorizing or

Table 10-47. Delayed Dependent Travel when Service Member's Old and New PDS Outside the United States (OHA Area)			
If the Service member…		**And a housing allowance…**	**Then…**
		and the dependent moves to private-sector housing after Government quarters terminates,	approving document. b. change to OHA based on new PDS, the day the dependent departs if the Service member has arrived to the new PDS or to BAH-Transit if the Service member is in transit.
3		has *not* been approved through the Secretarial Process for the dependent's location	start OHA based on new PDS if the Service member has arrived, or BAH-Transit if in transit, when the Government quarters assignment terminates.
4	is *not* assigned Government quarters at the old PDS	has been approved through the Secretarial Process for the dependent's location	a. continue OHA based on old PDS on whichever is later: (1) The Service member's departure date from the old PDS. (2) The effective date specified by the authorizing or approving document. b. change to OHA based on new PDS, the day the dependent departs if the Service member has arrived to the new PDS or to BAH-Transit if the Service member is in transit.
5		has *not* been approved by the Secretarial Process for the dependent's location	stop OHA on the day before the Service member's departure.

100909. Early Return of Dependent

A. Early Return at Government Expense

1. When *all* of a Service member's dependents are returned from a PDS OCONUS at Government expense not due to a PCS, regardless of the reason for the return, the Service member is authorized a housing allowance at the with-dependent rate based on the dependent's permanent residence location effective on the arrival day. If the dependent's location is in an OHA area, start OHA on the date private-sector housing is acquired.

2. OHA, or BAH in Alaska or Hawaii, at the with-dependent rate for the Service member's PDS OCONUS stops on the day before the day the rate for the dependent's permanent residence starts. If the Service member resides in private-sector housing after the dependent's departure and single-type Government quarters are not available, FSH-O or FSH-B for the Service member's PDS location is authorized effective on the day the rate for the dependent's permanent residence location begins. If Government quarters are assigned or made available to the Service member following a dependent's departure, no housing allowance is payable for the Service member's PDS.

3. Whether or not a Service member is assigned family Government quarters:

a. If the dependent's location is in a BAH area, start with-dependent BAH based on dependent residence location as of the dependent's arrival date.

b. If the dependent's location is in an OHA area, start OHA on the date private-sector housing is acquired for the dependent (based on the paperwork).

4. When a Service member assigned to Government family-type quarters terminates the quarters assignment and single-type Government quarters are not available, start FSH effective on the termination date or the date private-sector housing for the Service member is acquired (based on the paperwork for OHA), whichever is later.

5. If a Service member is not assigned to Government family-type quarters then stop the with-dependent rate based on the PDS on the day before the allowance rate based on the dependent's location starts. If single-type Government quarters are not available, start FSH-O or FSH-B the day the allowance based on the dependent's location starts.

B. Early Return at Personal Expense. When *all* of a Service member's dependents returned early from a PDS OCONUS at personal expense, the Service member is *not* authorized a second housing allowance and the housing allowance at the with-dependent rate based on the Service member's PDS continues without change, unless there is an OHA-related paperwork change. If the Service member vacates family-type Government quarters that were occupied by the dependent before the dependent's departure, the Service member is authorized an allowance at the with-dependent rate for the Service member's PDS. If a Service member assigned family Government quarters at the PDS OCONUS terminates a Government quarters assignment:

1. If in a BAH area, start with-dependent BAH based on the PDS as of the termination date.

2. If in an OHA area, start with-dependent OHA based on the PDS as of the date (based on the paperwork) private-sector housing is acquired or the termination date, whichever is later.

100910. Evacuation of a Service Member's PDS

A. Service Member with a Dependent

1. PDS OCONUS—Command-Sponsored Dependent (see Chapter 9)

a. A Service member, whose command-sponsored dependent is evacuated and who was authorized a with-dependent housing allowance on the evacuation date, continues to be paid that allowance while the Service member's PDS remains unchanged and the Service member continues to maintain private-sector housing, as long as the command-sponsored dependent is receiving evacuation allowances.

b. If a dependent, command sponsored for OCONUS COLA, is authorized to return to the PDS after being evacuated, no housing allowance actions are required, whether or not the Service member is assigned quarters at the PDS.

c. If a dependent's return to the PDS is not authorized or approved, then the dependent must select a designated place and will continue to receive evacuation allowances as specified in Chapter 6. A Service member is authorized a with-dependent allowance based on the location of the designated place beginning the day after the evacuation allowance ends, whether or not the Service member is assigned Government quarters at the PDS.

(1) If the Service member is not assigned Government quarters at the PDS, OHA or

BAH based on the PDS OCONUS stops on the day before the allowance based on the designated place starts.

(2) If Government quarters are not available for the Service member at a PDS OCONUS, start FSH-O or FSH-B based on the PDS on the same day as the with-dependent allowance based on the designated place starts.

2. PDS OCONUS—Non-Command Sponsored Dependent

a. If the evacuation occurs 89 or fewer days after a dependent arrived at the Service member's PDS OCONUS and the Service member is still being paid a with-dependent allowance based on the dependent's permanent residence or designated place as well as FSH-O or FSH-B based on the PDS OCONUS rate, then no changes in housing allowances are required. Whether the Service member is assigned Government quarters at the PDS is not a factor.

b. If the evacuation occurs 90 or more days after a dependent arrived at the Service member's PDS OCONUS and the Service member is now being paid a with-dependent allowance based on the PDS, reinstate OHA or BAH based on the dependent's prior permanent residence or designated place on the dependent's departure day from the PDS. Stop the with-dependent OHA or BAH allowance based on the PDS the day before the dependent departs. If after the dependent departs and Government quarters are not available for the Service member, then start FSH based on the PDS on the day the dependent departs the PDS.

3. PDS in the CONUS

a. A Service member who was authorized a with-dependent BAH on the date the dependent was evacuated continues to be paid BAH as long as the dependent is receiving evacuation allowances when both of the following conditions apply:

(1) The Service member's PDS remains unchanged.

(2) The Service member continues to maintain private-sector housing.

b. If a dependent is authorized to return to the PDS after being evacuated, no housing allowance actions are required. Whether the Service member is assigned Government quarters at the PDS is not a factor.

c. If the return of a dependent to the PDS is not authorized or approved, the dependent is directed to select a designated place and continue to receive evacuation allowances as provided in Chapter 6 until he or she establishes a permanent residence. A Service member is authorized a with-dependent allowance based on the designated place beginning the day after evacuation allowances end. BAH based on the PDS stops the day before evacuation allowances end.

B. Service Member without Dependent. A Service member without a dependent, who was authorized OHA or BAH at the PDS on the date an evacuation is ordered or authorized, and who continues to maintain a private-sector residence, continues to be authorized the allowance even though the Service member temporarily may be required to occupy Government quarters or be sent on a TDY. When the commanding officer believes the Service member will not be permitted to return to the private-sector housing in the foreseeable future, the commander must encourage the Service member to end the private-sector housing at the earliest practical date and end OHA or BAH concurrent with the private-

sector housing termination.

100911. Service Member in Transit

BAH-Transit is a temporary housing allowance paid while a Service member is in a travel or leave status between PDSs, provided the Service member is not assigned Government quarters while at the old or new PDS. If the Service member performs a TDY en route at the new PDS, BAH or OHA for the new PDS begins the day of arrival in a TDY status at the new PDS. If the Service member performs a TDY en route at a location near, but outside the limits of, the new PDS or to the home port of a ship, afloat staff, or afloat unit, per diem stops as specified in Chapter 5. BAH or OHA for the new PDS begins the day per diem stops.

A. Old PDS in the United States. A Service member's old PDS is the PDS for BAH purposes from the day the Service member departs the old PDS through the day before the Service member reports to the new PDS in compliance with a PCS order. If the Service member had been residing in Government quarters at the old PDS, the Service member is authorized BAH as of the Government quarters termination date.

B. Old PDS outside the United States. When a Service member's old PDS is outside the United States, and the Service member is not assigned Government quarters, the Service member is authorized OHA through the day before departing the PDS outside the United States. The day the Service member departs, OHA is no longer authorized and the Service member is authorized BAH-Transit if the Service member is not receiving a with-dependent housing allowance for a dependent residing separately. If the Service member is being paid BAH at the with-dependent rate for a dependent residing separately, that BAH rate continues until the Service member arrives at the new PDS. If the Service member is being paid OHA at the with-dependent rate for a dependent residing separately, that OHA rate continues provided the dependent remains at the location outside the United States. If the dependent also performs PCS travel, BAH-Transit applies.

C. New Accession. A Service member in the accession pipeline includes a Service member who is undergoing initial entry training, including an RC member, a student—includes Reserve Officer Training Corps (ROTC) and Officer Candidate School—without prior military Service, or a Service academy graduate upon graduation, until arrival at the first PDS. The Service member remains in the accession pipeline until the Service member arrives at a PDS, including a training location of 20 or more weeks. An RC member remains in the accession pipeline until he or she completes entry-level training or arrives at a PDS, whichever occurs first.

1. Service Member without Dependent. A Service member in the accession pipeline without a dependent is authorized BAH-Transit when in a travel, leave en route, or proceed time status while transferring from the initial entry training location, between training locations, and to the first PDS. For BAH authorization only (not locality rate), the training sites are defined as a PDS except for an RC member without a dependent. A Service member without a dependent is not authorized BAH (except BAH-Partial) while at the training locations since Government quarters are assigned at the PDS. An RC member without a dependent attending accession training is authorized BAH or OHA based on the primary residence location at the time called or ordered to active duty if the Service member maintains a residence and continues to be responsible for rent, or owns the residence.

2. Service Academy or ROTC Graduate without Dependent. A Service academy or ROTC graduate without a dependent is authorized a housing allowance at the without-dependent rate for the graduation or commissioning location through the day before departure en route to the training location, if

he or she:

a. Remains on active duty at the graduation or commissioning location following graduation and commissioning before proceeding to another duty station.

b. Is not assigned Government quarters.

3. Service Member with a Dependent. The BAH rate for a new accession with a dependent is based on the dependent's location if the location is in the United States. If dependent is located outside the United States, BAH is based on the training site location. If an officer who was previously authorized a housing allowance at the without-dependent rate for the graduation or commissioning location specified in par. 100912-C2 acquires a dependent, the officer's housing allowance at the with-dependent rate becomes based on the dependent's location effective the date the dependent is acquired.

D. Retirement or Separation

1. From a PDS in the United States. A Service member's old PDS is the PDS for BAH purposes from the day the Service member departs the old PDS through the separation or retirement date. If the Service member had been residing in Government quarters at the old PDS, the Service member is authorized BAH beginning the date Government quarters are terminated provided the Service member is still on active duty.

2. From a PDS outside the United States

a. Establishes residence outside the United States. A Service member at a PDS outside the United States, who is processing for retirement or separation or on leave after processing, and who intends to establish a residence in an OHA-based area after retirement or separation, is eligible for OHA. To be paid OHA under any of the circumstances listed below, the Service member must provide a lease and a completed and approved DD Form 2367 (OHA Report).

(1) If the Service member continues to occupy private-sector leased or owned housing at or in the PDS vicinity, OHA continues until the date of separation or retirement.

(2) If the Service member occupies private-sector leased or owned housing after vacating Government quarters or moves to different private-sector housing in the same country, OHA starts on the date the Service member obtains private-sector housing and stops on the date of separation or retirement.

(3) If a Service member at a PDS outside the United States moves to a different country that is an OHA area to establish a residence after separation or retirement, the Service member is eligible for a housing allowance based on the residence location. OHA starts on the day the Service member obtains private-sector housing and stops on the date of separation or retirement. However, if the Service member is being paid OHA at the with-dependent for dependents residing separately, that OHA rate continues provided the dependents remain at the location OCONUS.

b. Returns to a U.S. processing station. If not assigned Government quarters, a Service member separating or retiring at a PDS outside the United States, who returns to the United States for retirement or separation processing, is authorized OHA through the day before departing the PDS outside the United States. The day the Service member departs that PDS, OHA is no longer authorized. The Service member is authorized the BAH rate for the retirement or separation processing location if he or

she is not receiving a with-dependent housing allowance for a dependent residing separately. If the Service member is being paid a with-dependent BAH rate for a dependent residing separately, that BAH rate continues until the Service member separates or retires. NOAA's Marine and Aviation Operations and Commissioned Personnel Centers are the processing stations for NOAA.

c. Returns to the United States after completing separation or retirement processing overseas. If not assigned Government quarters, a Service member retiring or separating at a PDS outside the United States, who returns to the United States after completing retirement or separation processing at the overseas PDS, and who does not have a processing location within the United States, is authorized OHA through the day before departing the PDS outside the United States. The day the Service member departs that PDS, OHA is no longer authorized. The Service member is authorized the BAH rate for the leave address provided as part of the final processing if he or she is not receiving a housing allowance at the with-dependent rate for a dependent residing separately. If the Service member is being paid a BAH at the with-dependent rate for a dependent residing separately, that BAH rate continues until the Service member separates or retires.

E. Decision Process for a Service Member in Transit

1. In all cases for a Service member in transit:

a. If a Service member is assigned Government quarters adequate for the Service member and the dependent, if applicable, the Service member is not authorized BAH or OHA. Start BAH or OHA effective the date of quarters termination, if applicable.

b. If the Service member has a Secretarial waiver to pay BAH based on the previous PDS, or BAH based on the dependent's location, then continue that rate until the Service member arrives at the new PDS. If a Secretarial waiver is for an OHA location, continue the OHA rate if the dependent remains at the OHA location.

c. Payment of OHA requires a lease agreement or a verifiable purchase price.

2. If a Service member is participating in the Educational Leave Program Relating to Continuing Public and Community Services, and the Service member is authorized BAH or OHA, start BAH or OHA based on the designated unit of assignment during scheduled school breaks or leave periods.

3. If a Service member receives an appropriate authorization or order associated with a prolonged hospitalization determination and is transferred from any PDS to a hospital in the United States for observation or treatment, pay BAH based on the hospital location if the Service member is authorized BAH.

4. Table 10-48 specifies housing allowances for a Service member in transit on a PCS. Table 10-49 specifies housing allowances for a Service member who is a new accession. Table 10-50 specifies housing allowances for a Service member awaiting final discharge or in processing for separation or retirement.

Table 10-48. Housing Allowance for Service Member in Transit on a PCS			
If the Service member is en route…		**And…**	**Then…**
1	from a PDS in the United States,	Government quarters at the old PDS were not assigned	a. continue BAH based on the old PDS, through the day before the Service member reports to the new PDS, to includee TDY en route. b. start BAH or OHA based on the new PDS, the day the Service member reports to the new PDS.
2	from a PDS outside the United States,		a. start BAH-Transit the day the Service member departs the OHA area through the day before the Service member reports to the new PDS, to include TDY en route. b. start BAH or OHA based on the new PDS, the day the Service member reports to the new PDS.
3	from a PDS in the United States,	was not paid BAH or OHA at the old PDS because Government quarters were assigned,	a. start BAH based on the old PDS, the day the Service member terminates Government quarters. b. start the new PDS rate the day the Service member reports to the new PDS.
4	from a PDS outside the United States,		a. start BAH-Transit the day the Service member departs the old PDS through the day before the Service member reports to the new PDS. b. start BAH or OHA based on the new PDS, the day the Service member reports to the new PDS.

Table 10-49. Housing Allowance for Service Member in Transit for New Accession			
If the Service member is…		**And the Service member…**	**Then…**
1	newly inducted, enlisted, reenlisted, or an officer candidate	has a dependent located in the United States,	a. start BAH based on the dependent's location beginning the date of enlistment, entry on active duty, or the date active duty pay begins through the day before the day the Service member reports to the first PDS, including a training location for 20 or more weeks. b. start BAH or OHA based on the PDS on the day the Service member reports to the first PDS.
2		has a dependent located outside the United States,	a. start BAH based on the training location beginning the date of enlistment, entry on active duty, or the date active duty pay begins through the day before the day the Service member reports to the first PDS, including a training location for 20 or more weeks. b. start BAH or OHA based on the PDS on the day the Service member reports to the first PDS.
3	in the pipeline in a travel, leave en route, or proceed time status while transferring from the initial training	has no dependents,	a. start BAH-Transit when the Service member is in a travel status between duty or training stations and start the new BAH or OHA based on the PDS the day the Service member reports to the new PDS, including a training location for 20 or more weeks. b. for an RC member, pay BAH or OHA based on the primary residence location at the time called or ordered to active duty for the accession training duration, if the Service member maintains a residence and continues to be responsible for rent or owns the residence.
4		has a dependent in	a. continue BAH based on the dependent's location in the United States through the day before the Service member reports to the

Table 10-49. Housing Allowance for Service Member in Transit for New Accession			
If the Service member is…		**And the Service member…**	**Then…**
	location, between training locations, and to the first PDS	the United States,	new PDS. b. start BAH or OHA based on the first PDS the day the Service member reports to the first PDS.
		has a dependent outside the United States,	a. continue BAH based on the training site through the day before the Service member reports to the new PDS. b. start BAH or OHA based on the first PDS the day the Service member reports to the first PDS.
5	an Academy or ROTC graduate remaining at the graduation or commission location awaiting follow-on training and not assigned Government quarters	has no dependents,	a. pay BAH based on the graduation or commission location through the day before departure en route to the training location. b. apply BAH-Transit thereafter. See rule above for a Service member in the pipeline in a travel, leave en route, or proceed time status while transferring from the initial training location, between training locations, to the first PDS, and has no dependents.

Table 10-50. Housing Allowance for Service Member in Transit for Final Discharge, Separation, or Retirement			
If the Service member is…		**From…**	**Then…**
1	in a leave status away from the PDS awaiting final discharge	a PDS in the United States,	continue BAH based on the old PDS through the date of discharge.
2	is processing for separation or retirement	a PDS in the United States,	continue BAH based on the old PDS through the date of separation or the day before the effective date of retirement.
3		a PDS outside the United States with a processing location in the United States,	a. start BAH based on the retirement or separation processing location beginning the day the Service member departs the PDS through the date of separation or the day before the effective date of retirement. b. continue BAH based on a dependent's location, if applicable, through the separation or retirement date.
4		a PDS outside the United States and returns to the United	a. start BAH based on the leave address provided as part of the final out-processing, beginning the day the Service member departs the PDS through the date of separation or

Table 10-50. Housing Allowance for Service Member in Transit for Final Discharge, Separation, or Retirement			
If the Service member is…		**From…**	**Then…**
		States after processing OCONUS,	day before effective date of retirement. b. continue BAH based on a dependent's location, if applicable, through the separation or retirement date.
5	is processing for separation or retirement	a PDS outside the United States and remains at the PDS,	continue OHA based on the PDS outside the United States, provided the Service member continues to occupy private-sector leased or owned housing.
6		a PDS outside the United States and the Service member remains OCONUS but moves to a different country,	a. stop OHA based on the PDS when the Service member stops paying rent or when the Service member departs the PDS area. b. start OHA based on the location OCONUS the Service member moves to establish a residence on the day the Service member obtains private-sector housing. c. continue OHA through the date of separation or day before effective date of retirement. d. continue OHA based on a dependent's location, if applicable, through the separation or retirement date provided the dependents remain at the location OCONUS.

100912. Service Member in a Missing Status

A. Service Member without Dependent. A Service member without a dependent carried in a missing status is authorized without-dependent BAH. Pay BAH at the without-dependent rate based on the PDS for a Service member whose PDS is in the United States. If the Service member had a Secretarial waiver to receive BAH based on the former PDS due to a low-cost or no-cost PCS, then that BAH rate continues. Pay BAH at the without-dependent rate based on the home of record (HOR) location for a Service member whose PDS is outside the United States. If the Service member's HOR and PDS are outside the United States then pay the without-dependent BAH-Transit rate. See DoD 7000.14-R, Vol. 7A, Chapter 34 (Pay Entitlement of Members Missing, Missing in Action, Interned, and Payments to Dependents)).

B. Service Member with Dependent. A Service member with a dependent continues to receive the housing allowance authorized upon entering the missing status. If the dependent relocates, pay the housing allowance at the with-dependent rate based on the dependent's location.

100913. Service Member in Confinement

Pretrial confinement, restraint other than confinement, or an adjudged sentence of restriction alone does not affect a Service member's BAH authority.

A. Transferred to a Confinement Facility. When a Service member who is serving a court-martial sentence to confinement is transferred to a confinement facility, then the BAH or OHA rate is based on the dependent's location if the Service member is authorized a housing allowance, other than BAH partial, while confined. A Service member is not authorized a housing allowance unless authorized basic pay. All rules concerning whether a Service member in civil or foreign confinement, including pre-trial, is authorized basic pay are covered in DoD 7000.14-R, Vol. 7A, Chapter 1 (Creditable Service). This rule does not address a Service member's authority for a housing allowance when civil or foreign

authorities confine the Service member.

B. In Confinement

1. BAH or OHA does not accrue while the Service member is confined pursuant to a court-martial and the sentence is effective or approved or when the Service member was not receiving BAH or OHA on the day before confinement and Government quarters assignment was not terminated before or during confinement. Service procedures must specify how and by whom Government quarters termination must be certified. Confinement imposed pursuant to a court-martial sentence begins the date the sentence is adjudged (10 U.S.C. § 857(a), (b)).

a. If a Service member is in confinement in a guardhouse, brig, or correctional barracks pursuant to a court-martial—not including pretrial confinement, restraint other than confinement, or an adjudged sentence of restriction alone—then the Service member's BAH or OHA accrues if the sentence is set aside or disapproved. The Service member must be otherwise authorized to receive BAH or OHA.

b. A Service member without dependents who is confined in a guardhouse, brig, or correctional barracks, was assigned to single-type, Government quarters before confinement, and remains assigned to such quarters during confinement is authorized BAH-Partial unless forfeiture of allowances was directed. If he or she is restrained in a status of arrest in assigned single-type Government quarters, and therefore not authorized BAH or OHA, then the Service member is authorized BAH-Partial unless forfeiture of allowances was directed.

2. For FSH, a Service member in military confinement or otherwise restricted by military authority continues FSH for 60 or fewer days without certificate from the Service member. The FSH may continue for more than 60 days, but payment must be supported by the Service member's certification that he or she maintained private-sector housing at the PDS.

100914. Housing Allowance Following Service Member's Death

BAH or OHA continuation or payment to the surviving dependent of a Service member who dies on active duty is authorized for 365 days. It is paid to the dependent when, on the date of the Service member's death, the dependent either does not occupy Government quarters, is occupying Government quarters on a rental basis, or vacates Government quarters within 365 days of the Service member's death.

A. Not Payable. The housing allowance is not payable to a dependent who killed the Service member, unless there is evidence that clearly absolves the dependent of any felonious intent. It also is not payable to a surviving dependent of an RC member if that RC member dies while on inactive duty.

B. Payment Priority. Payments to a surviving dependent are made first to the current spouse. If there is no current spouse, the housing allowance is divided equally among the dependents on whose behalf the deceased Service member was receiving a with-dependent housing allowance.

C. Payment Amount and Method. The housing allowance is paid in the same amount and in the same manner as the deceased Service member would have been paid. The housing allowance may be paid quarterly as an advance payment, but must be reconciled. Housing allowance payments to the dependent are not subject to collection of any debts owed by the deceased Service member to the United States.

D. Surviving Service Member Spouse. (37 U.S.C. § 403(l)) The allowance in this paragraph

may be paid to a deceased Service member's spouse even if the spouse is also a Service member entitled to basic pay. The allowance is paid to the surviving Service member spouse in addition to any other pay and allowances to which the surviving Service member spouse is authorized as a Service member. The following payment rules apply:

1. Dual housing-allowance payments are authorized for a surviving Service member spouse.

2. When any dependents other than a surviving Service member spouse are involved, the housing allowances are paid in the same manner that was provided for before the Service member's death. If the surviving Service member spouse was drawing the without-dependent housing allowance on the Service member's date of death, that rate would continue for 365 days. On day 366, the surviving Service member spouse's housing allowance could change to the with-dependent rate.

3. If the family vacates Government quarters, the surviving Service member spouse is paid the housing allowance that would have been paid to the deceased Service member, as well as the housing allowance to which the surviving Service member spouse is authorized. In this case, the surviving Service member spouse may determine on whose behalf the with-dependent and the without-dependent housing allowances are paid.

4. If the deceased Service member was receiving a with-dependent housing allowance solely for a dependent who may not be claimed by the surviving Service member spouse, the surviving Service member spouse is only authorized housing allowance continuation at the without-dependent rate. The remainder—the difference between the with-dependent and without-dependent rates—is divided equally among the dependents on whose behalf the deceased Service member was receiving the with-dependent rate.

E. Rate Defining Location

1. If a Service member with a dependent dies on active duty while assigned to a PDS in the United States, then the housing allowance for the dependent is based on the deceased Service member's PDS, regardless of the location where the dependent chooses to reside unless the dependent is in receipt of a Secretarial waiver.

2. If a Service member with a dependent dies on active duty while assigned to a PDS outside the United States, then the housing allowance for the dependent is based on the location where the dependent resides, or chooses to reside, in the United States. If the dependent stays overseas, the housing allowance is based on the OHA rate—and the documented cost—for the location where the dependent resides. It then changes to BAH based on the United States location where the dependent later decides to reside on the date that any dependent arrives there or the date that all dependents have departed the PDS location, whichever is later. Authority exists for 365 days after the Service member's death.

3. If a Service member with a dependent dies on active duty and a dependent resides in Government quarters, then the housing allowance for the dependent is based on the dependent's location the day that the Government housing facilities were vacated. That rate continues for 365 days, less the number of days the Government housing facilities were occupied following the date of the Service member's death. If the Government housing was outside the United States, pay the housing allowance based on the location where the dependent chooses to reside.

100915 HOUSING FLEXIBILITY FOR CERTAIN ARMED FORCES MEMBERS WITH DEPENDENTS, PERMANENT CHANGE OF STATION (PCS) WITHIN THE UNITED STATES (37 USC §403a). ***Effective for PCS departures on or after 1 October 2018***

A. General. An eligible Armed Forces member with dependents may be permitted certain housing flexibility while under a PCS order within the United States during a covered relocation period (DoDI 1315.18, Encl 3, par. 10).

B. Eligibility. An Armed Forces member with dependents with PCS orders within the United States that may be authorized housing flexibility under this paragraph is an Armed Forces member who has one of the following:

1. A spouse who is gainfully employed or enrolled in a degree, certificate or license granting program at the beginning of the covered relocation period.

2. One or more dependents attending an elementary or secondary school at the beginning of the covered relocation period.

3. One or more dependents enrolled in the Exceptional Family Member Program.

4. An immediate family member with a chronic or long-term illness at the beginning of the covered relocation period for whom the member is caring.

C. Covered Relocation Period. The covered relocation period begins 180 days before the date of the PCS, which is the date the Armed Forces member leaves the current PDS and ends 180 days after the date of the PCS. The Secretary concerned may lengthen or shorten the covered relocation period through the Secretarial process based on the needs of the Armed Forces. See decision support tools on the DTMO website.

D. Expiration. If the Armed Forces member's eligibility expires for any reason during the covered relocation period, that period is terminated and housing is paid at the PDS where the Armed Forces member is assigned at that time. If the Armed Forces member departs the old PDS, and the persons that are the basis of the eligibility do not arrive at the new PDS within the covered relocation period, housing allowances are paid at new PDS location rate beginning the day after the relocation period ends.

E. Authority. The dependents of an Armed Forces member may perform PCS travel at a different time than the Armed Forces member once the PCS order has been issued. Unless otherwise authorized or approved, the Armed Forces member's housing allowance is based on the PDS. However, an eligible Armed Forces member may request a housing allowance based on the dependents location. If authorized or approved through the Secretarial Process for dependents who relocate in advance or after the Armed Forces member, a housing allowance under this paragraph may be based on one of the following:

1. The new PDS.

2. The location the dependents reside when the Armed Forces member departs for the new PDS (only for the time the dependents reside in that area).

3. The area of the Armed Forces member's former PDS, but only if different than the area the dependent resides.