

CHAPTER 5: PERMANENT DUTY TRAVEL (PDT)

PART F: PERMANENT CHANGE OF STATION ALLOWANCES (CIVILIAN EMPLOYEES)

0535 INTRODUCTION

This subchapter specifies relocation information and provides the authority for a civilian employee's PCS travel and transportation allowances. This Part implements the Federal Travel Regulations (FTR), and provides Department of Defense (DoD) administrative requirements for DoD civilian employees. It also covers the eligibility for the standard PCS allowances: transportation, per diem, miscellaneous reimbursable expenses, the miscellaneous expense allowance (MEA), temporary quarters subsistence expenses (TQSE), house-hunting trips (HHT), real estate transactions-including lease breaking expense - relocation services, Relocation Income Tax (RIT) allowance, privately owned vehicle (POV) shipment, and household goods (HHG) and mobile home transportation and storage. The standard travel and transportation allowances in [Chapter 2](#) apply, unless otherwise indicated in [Chapter 5](#). PCS allowances are authorized and limited to travel and transportation over a direct, usually traveled route between an old permanent duty station (PDS) and a new PDS, unless specified otherwise in the JTR.

0536 STANDARD PERMANENT CHANGE OF STATION (PCS) ALLOWANCES ([FTR §302-3](#))

Civilian relocation allowances are authorized when the hiring process includes PCS allowances unless specified otherwise in the JTR. The authorized allowances are transportation for the civilian employee and dependent, per diem for the civilian employee and dependent, miscellaneous reimbursable expenses, MEA, real estate, HHG transportation and storage, and the RIT allowance. The Agency may not negotiate, deny, or reduce these allowances when the civilian employee meets the eligibility requirements. The HHT, TQSE, property management services, and transportation allowances for POV shipment are discretionary. The PCS order must indicate the specific allowances authorized for the relocation and provide instructions about procedures for travel and transportation services. [Section 0536](#) applies when the hiring process includes PCS allowances. For travel and transportation eligibility and allowance tables, see [FTR §302-3](#).

053601. Civilian PCS Transportation Allowance

A civilian employee who relocates and meets the eligibility requirements is authorized civilian employee and dependent transportation.

A. [Transportation Options](#). A civilian employee or dependent may choose to:

1. Travel by POV.
2. Personally procure transportation.
3. Travel by Government or Government-procured transportation.

B. [Using Multiple Options](#). A civilian employee or dependent may use more than one mode of

transportation. If a POV and another mode of transportation is used between official locations, this is mixed-mode travel. Total reimbursement is limited to monetary allowance in lieu of transportation (MALT) plus per diem for the authorized travel.

C. Mandatory Government Transportation Use. An AO may direct the civilian employee or dependent to use Government transportation. When the directed mode is available and a civilian employee or dependent chooses not to use the directed mode, reimbursement for transportation is not allowed. See [DoDI 4500.57](#) and [DTR 4500.9-R-Part 1](#), “Passenger Movement,” and [par. 020208](#).

D. Rental Vehicle Use. A rental vehicle may only be authorized in advance for PCS transportation when other transportation modes are not advantageous to the Government. If not authorized in advance, and the civilian employee or dependent uses a rental vehicle, it is reimbursed as though a POV was used.

053602. Civilian PCS Per Diem Allowance

A civilian employee who relocates and meets the eligibility requirements is authorized per diem for him or herself and any dependent. The reimbursement amount depends on the mode of transportation authorized and used, the official distance, the number and age of dependents authorized to travel, and whether a dependent is traveling with the civilian employee. See [section 0537](#) and [section 0539](#).

053603. Miscellaneous Reimbursable Expenses

A civilian employee who relocates and meets the eligibility requirements is authorized reimbursable expenses in [Chapter 2](#). The standard travel and transportation allowances in [Chapter 2](#) apply, unless otherwise indicated in [Chapter 5](#).

053604. Miscellaneous Expense Allowance (MEA)

The MEA is a separate allowance from the miscellaneous reimbursable expense allowance. It is paid as a specific set amount or itemized as a reimbursement for the actual expense.

053605. Temporary Quarters Subsistence Expense (TQSE)

TQSE is a discretionary allowance intended to partially reimburse a civilian employee for temporary lodging, meals, and incidental expenses incurred when it is necessary for the civilian employee or his or her dependent to occupy temporary lodging during a PCS move.

053606. House-Hunting Trip (HHT)

An HHT is a discretionary allowance that may be authorized for a civilian employee or spouse to seek a permanent residence at the new PDS. A domestic partner is not a spouse and cannot be authorized an HHT.

053607. Real Estate Allowances

A civilian employee who relocates and meets the eligibility requirements is authorized reimbursement for specific expenses incurred for the sale or purchase of a residence or the settlement of an unexpired lease for a PCS move. The residence must be located in the continental United States (CONUS) or non-

foreign area outside the CONUS (OCONUS).

053608. Relocation Services

Relocation services is a discretionary allowance that a DoD Component may offer an eligible civilian employee.

A. Relocation Services Program. The DoD National Relocation Program offers authorized transferring DoD civilian employees origin and destination area relocation services, including home marketing assistance, guaranteed home sale, property management services, home finding assistance, and mortgage assistance. Relocation services company third-party contractors provide DoD National Relocation Program (DNRP) relocation services.

B. Component Responsibilities. The DoD Component must determine a civilian employee's eligibility and the extent and conditions for relocation services. The DoD Component must provide counseling about relocation services as soon as possible after selection of a civilian employee and before a civilian employee transfers within or between DoD Components or to another Agency. The DoD Component must determine how to monitor and evaluate that counseling.

053609. POV Transportation

Transportation allowances for shipping a POV are discretionary. POV transportation may be authorized or approved by the commanding officer (CONUS) or the overseas command (OCONUS). A maximum of two POVs may be shipped at Government expense between CONUS locations. Only one POV may be shipped between CONUS and OCONUS locations or between OCONUS locations. POV storage is not authorized in connection with a Civilian employee's PCS. A civilian employee assigned to a temporary change of station (TCS) for an operational deployment or contingency operation is eligible for POV storage in [par. 032905](#). A civilian employee is eligible for POV storage in connection with an OCONUS evacuation in [par. 060405](#).

053610. Household Goods (HHG) and Mobile Home Transportation and Storage

A civilian employee who relocates and meets the eligibility requirements is authorized HHG shipment, including storage in transit (SIT) and non-temporary storage (NTS) of HHG. However, if a civilian employee chooses to transport a mobile home instead of HHG and meets the requirements in this Part, the civilian employee or dependent must use the mobile home as a primary residence at the location to which it is being moved.

A. HHG. NTS of HHG is not authorized for a transfer from one location in the CONUS to another location in the CONUS, unless the transfer is to a designated isolated PDS in the CONUS. In the case of any loss or damage to HHG, the civilian employee must submit claims in accordance with applicable Service regulations ([FTR §302-7](#)). HHG must be delivered within the time limits in [par. 053712](#).

B. Mobile Home. This Part specifies mobile home transportation allowances for a civilian employee relocating due to a PCS order. Allowances for transporting a mobile home, including mileage when towed by the civilian employee, are in addition to the reimbursement of per diem, MALT, and transportation expenses for the civilian employee and dependent ([FTR §302-10](#)).

053611. Relocation Income Tax (RIT) Allowance

A RIT allowance reimburses a civilian employee for the majority of the additional income taxes incurred from the reimbursement of taxable relocation allowances. A RIT allowance applies to Federal, state, and local income taxes incurred by the civilian employee or by the civilian employee and spouse, but not by a domestic partner. A RIT allowance does not reimburse for employment-type taxes, such as those imposed by [26 U.S.C. §21](#) (Federal Insurance Contributions Act) or [26 U.S.C. §3301-§3311](#) (Federal Unemployment Tax Act). A Withholding Tax Allowance (WTA) acts as an advance on a RIT. See [FTR §302-17](#); [FTR Bulletin 18-05](#) (May 14, 2018); [19-02](#) (November 27, 2018); and [20-04 \(23 January 2020\)](#) for details on taxable PCS allowances and computation methods.

0537 ELIGIBILITY

053701. Civilian Employee Eligibility

A civilian employee must sign a service agreement to receive relocation allowances. If a civilian employee fails to sign a service agreement, the Government is not financially responsible for his or her relocation expenses for a PCS move. Those expenses become the civilian employee's financial responsibility. When a Government-funded PCS is authorized, the AO must issue a written order before a new appointee or civilian employee reports to the first or new official location. An appointee or civilian employee should not incur PCS expenses before receiving the written order. Expenses incurred before receipt of a written or verbal order are not reimbursable unless the DoD Agency has provided a clear "administrative intent" to transfer the civilian employee when costs are incurred and subsequently issues orders authorizing reimbursement ([CBCA 3294-RELO, May 29, 2013](#)). PCS authority extends between Government Agencies. The civilian employee must have no break in Government service when undertaking a PCS unless he or she separated from Government service due to a reduction in force (RIF) or transfer of function. Permanent duty changes include the transfer of any of the following:

- A. A new appointee from the actual residence to the first PDS to begin work.
- B. A civilian employee undergoing PCS travel in the Government's interest from one PDS to another without a break in service.
- C. A civilian employee on renewal agreement travel (RAT), between serving consecutive tours of duty without a break in service, from a PDS OCONUS to the actual residence for leave purposes and return to OCONUS. Return can be to the PDS OCONUS in the RAT agreement or on the PCS order.
- D. A civilian employee separating from a PDS OCONUS and returning to the actual residence.
- E. A former civilian employee separated due to a RIF or transfer of function who is re-employed within 1 year of separation under non-temporary appointments at a PDS other than the one at which separated.
- F. A civilian employee who qualifies for travel and transportation allowances to a last move home upon separation from Government service.
- G. A career Senior Executive Service (SES) appointee, including a prior SES appointee who chose to retain SES retirement travel and transportation allowances, upon retirement and return to the appointee's selected residence.

H. A civilian employee who, without a break in service of more than 3 days, transfers from a DoD Nonappropriated Funds (NAF) position to an appropriated funds position.

Table 5-66. Dependent Travel and Transportation Allowances for Civilian Employee Transfers		
If a civilian employee...		Then...
1	transfers to or within the CONUS for a PCS,	dependent travel and transportation allowances may be authorized.
2	transfers or is reassigned as a current civilian employee to or between PDSs OCONUS for a PCS,	
3	transfers or is reassigned as a current civilian employee from a PDS OCONUS to a PDS in the CONUS for a PCS,	
4	returns from OCONUS for separation after completing the minimum service period or for other reasons acceptable to the Government,	
5	is appointed or recruited OCONUS for assignment locally or to a different geographical location OCONUS, has a service agreement, and returns for separation after completing the agreed minimum service period, or for other reasons acceptable to the Government,	
6	transfers for a first PDS,	dependent transportation allowances, but no per diem, may be authorized. Travel to a first PDS is limited to the Government's transportation cost from the actual residence at the time of appointment to the PDS by a usually traveled route.
7	divorces a spouse or permanently separates from a domestic partner and the former spouse or domestic partner traveled to the civilian employee's PDS OCONUS as a dependent at Government expense,*	reimbursement for the former dependent's return travel and transportation allowances to the actual residence is authorized anywhere in the world.
8	is serving OCONUS when his or her dependent turns age 21 and the dependent's last travel OCONUS was at Government expense,	the dependent is authorized return travel to the civilian employee's actual residence in the United States.
9	is eligible for return travel and an individual is no longer a dependent due to a divorce, annulment, or committed relationship termination,*	reimbursement for the former dependent's return travel and transportation allowances is authorized to the actual residence.
10	serving OCONUS is assigned to a PDS within the CONUS,	a former dependent's travel from OCONUS is authorized. Return of a former dependent must be not later than when the civilian employee is subsequently eligible for travel or by the end of the current tour agreement and is contingent on authorized civilian employee travel to the United States except when travel is authorized under early return provisions in par. 053805 .
11	serving OCONUS travels to the actual residence in the United States for separation,	
12	serving OCONUS travels to the United States pursuant to a renewal agreement,	
13	returns to the CONUS and a dependent chooses to remain in an area OCONUS,	payment of the constructed cost of any unused allowance must not be authorized.
14	violates a service agreement, or is not authorized return travel,	a dependent is also ineligible for Government-funded travel.
15	separates from a PDS in the same geographical location as the actual residence,	dependent travel costs are not reimbursable.

Table 5-66. Dependent Travel and Transportation Allowances for Civilian Employee Transfers

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

I. A U.S. Postal Service civilian employee transferred under [39 U.S.C. §1006](#), to a DoD Component. For a DoD civilian employee transferring to the U.S. Postal Service, see [par. 054805-B](#).

053702. Dependent Eligibility

Dependent travel and transportation allowances are based on the civilian employee's travel order and are subject to the requirements and restrictions in this Part. The traveler must be a dependent on the PCS order's effective transfer or appointment date for dependent travel and transportation allowances to be authorized. These allowances are effective when the travel order is signed and authorized for actual travel performed. Reimbursement is limited to what the cost would be for direct travel between the official origin and destination by a usually traveled route, unless otherwise authorized in the JTR (see [par. 032602](#)). [Table 5-66](#) specifies the circumstances when dependent travel and transportation allowances are authorized.

A. Dependent Age. A dependent child's eligibility for travel allowances depends on the child's age (see [Table 5-77](#)) on the date the civilian employee reports for duty at the new PDS ([B-160928, March 28, 1969](#), and [B-166208, April 1, 1969](#)) even if travel is delayed.

B. Dependent Allowances not Payable. A civilian employee is not authorized dependent travel and transportation allowances when a dependent travels at personal expense before a PCS order is issued or before official notice is received that a PCS order is to be issued. Transportation must not be furnished before a PCS order is issued. If there are any other Government-funded travel and transportation allowances for this travel, no other allowances are authorized. A civilian employee is not authorized dependent travel and transportation allowances when a dependent is a civilian employee's or spouse's parent, stepparent, or person in loco parentis (except in connection with an early return of a dependent) who does not reside in the civilian employee's household, unless otherwise authorized or approved through the Secretarial Process.

1. Dependent travel and transportation allowances are not authorized between points otherwise authorized in this Part to a place at which they do not intend to establish a permanent residence, including pleasure trips.

2. Dependent travel to an area OCONUS is not authorized unless a minimum of 1 year remains on the civilian employee's service agreement as of the dependent's scheduled arrival date in the area OCONUS.

053703. Eligible Travel Locations for Dependent

A. Dependent Travel Locations. [Table 5-67](#) specifies the authorized origins and destinations for dependent travel.

Table 5-67. Dependent Travel Points of Origin and Destination*

A civilian employee...		Origin...	Destination...
1	transfers to or within the CONUS for a PCS	The civilian employee's old PDS, or some other point (multiple dependents may start at separate locations).	The new PDS, some other point selected by the civilian employee, or both.
2	transfers or is reassigned to or between PDSs OCONUS for a PCS.	The civilian employee's PDS, or some other place (multiple dependents may start at separate locations).	The PDS OCONUS or an alternate destination in the CONUS specified at the time of transfer.
3	transfers or is reassigned from a PDS OCONUS to a PDS in the CONUS		The PDS in the CONUS or an alternate destination in the CONUS specified at the time of transfer.
4	recruited in the CONUS takes an initial appointment OCONUS.	The actual residence.	The PDS OCONUS or an alternate destination in the CONUS specified at the time of transfer.
5	recruited OCONUS takes an initial appointment OCONUS in a locality different from the actual residence.		
6	is recruited locally OCONUS for an initial assignment and executes a service agreement, and the dependent is not already in the area OCONUS when employment begins.		
7	executes a renewal service agreement to serve an additional tour OCONUS, whether in the same or a different area, and is transferred or reassigned OCONUS, provided the dependent did not accompany the civilian employee to the area OCONUS on the preceding tour.	The PDS at the time of the initial transfer or reassignment OCONUS, or the actual residence if a civilian employee is a new appointee at the time of the original PCS OCONUS.	
8	returns from OCONUS for separation after completing the minimum service period or for other reasons acceptable to the Government.	The PDS OCONUS.	The actual residence established at the time of appointment or transfer to the PDS OCONUS or to an alternate destination anywhere in the world.
9	recruited OCONUS for an assignment at a PDS OCONUS in a different geographical location, who separates after completing the agreed service period or for other reasons acceptable to the Government.		The actual residence or to an alternate destination in the geographical location of the actual residence.
*Travel to any other point may be authorized, but is limited to the cost by the usual transportation mode by a usually traveled route between the normally authorized points (old PDS to new PDS).			

Any excess costs are the civilian employee's financial responsibility.
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B. Dependent Travel-Related Circumstances. Dependent transportation is not payable for any part of the journey when a U.S. flag air carrier or ship is available and a foreign flag air carrier or ship is used. However, per diem is still payable for that part of the journey. When a foreign Government provides dependent transportation (whether it is used or not) at no cost to the United States or the civilian employee under a contract or agreement with the United States, reimbursement for dependent transportation allowances is not authorized, but per diem is still payable.

053704. Dependent-Restricted Tour for Civilian Employee

A. Eligibility. A civilian employee may be authorized transportation for a dependent and HHG at Government expense to an alternate location when, by proper command policy, dependents are not permitted to accompany a civilian employee to a PDS location because of adverse conditions ([5 U.S.C. §5725](#)). An activity or area commander, in coordination with commanders of other service activities in an area and upon approval by the jurisdictional Headquarters command, may establish a policy precluding dependents from accompanying a civilian employee to a PDS OCONUS and restricting HHG movement to such location because of dangerous or adverse living conditions.

B. Allowances

1. Alternate Destination Point. When a civilian employee's dependents are not allowed to accompany him or her to a PDS OCONUS to which the civilian employee is assigned or transferred, transportation of dependents and HHG may be authorized to an alternate destination designated by the civilian employee. When it is impracticable to secure the civilian employee's designation, transportation of dependents and HHG may be authorized to a destination designated by a dependent.

2. Subsequent Transportation of Dependents and HHG. The dependents and HHG may be moved later from the alternate point to the civilian employee's PDS when the restriction is lifted or to an unrestricted PDS to which the civilian employee is subsequently assigned or transferred.

3. Authorization Restrictions. Except as otherwise provided in JTR, transportation of dependents and HHG to a PDS OCONUS is not authorized unless both of the following conditions apply:

a. At least 1 year remains in the civilian employee's tour of duty at that PDS on the date of scheduled arrival of the dependents at the civilian employee's PDS.

b. The civilian employee agrees to serve for 1 year after arrival of dependents at the OCONUS PDS or the transportation is authorized through the Secretarial Process.

053705. Government Interest

A. Determining Factors. PCS travel and transportation allowances must be paid when it is in the Government's interest to fill a position by moving a civilian employee from one PDS to another. Case-by-case factors, such as cost-effectiveness, labor market conditions, and difficulty in filling the vacancy, form the basis for determining whether to offer PCS allowances. Budget constraints do not justify denying PCS allowances.

B. Responsibilities. It is each DoD Component's responsibility to make decisions that balance a civilian employee's rights and the prudent use of appropriated funds. Before a DoD Component

advertises for a vacancy, the appropriate official should determine if it is in the Government's interest to pay PCS allowances taking case-by-case factors into consideration. For example, an activity may determine that well-qualified candidates exist within a particular geographical area and restrict the recruitment area in the recruitment announcement or indicate that PCS allowances are not offered. This information should be provided in the position advertisement, but can be decided after the applicants are referred to the selecting official.

C. Reason for Move. The guidelines for making a move in the Government's best interest are as follows:

1. Management-directed Moves in the Government's interest. A PCS is in the Government's best interest when a DoD Component recruits or requests a civilian employee to transfer. This is limited to relocation for a RIF, a transfer of function, a DoD Component career-development program, a DoD Component-directed placement, or another reason that the transfer is in the Government's interest.

2. PCS Moves not in the Government's Interest. If a civilian employee pursues, solicits, or requests a position change resulting in a geographic move from one PDS to another, the transfer is for the civilian employee's convenience and benefit, not in the Government's interest. In that case, the gaining activity must formally advise the civilian employee, at the time it extends an offer, that the transfer is in the civilian employee's interest, not in the Government's interest, and that the Government does not pay the PCS expenses. A civilian employee responding to a vacancy request is not pursuing, soliciting, or requesting a position change.

D. Notification. Travel and transportation allowances do not tie automatically to a Merit Promotion Program vacancy announcement. The appropriate official must document any decision against paying PCS allowances in writing. The organization must notify in writing all applicants selected for interview of its decision whether to pay PCS allowances. If the organization does not hold interviews, it must inform the selected applicant, in writing, whether it will pay PCS allowances.

053706. PCS Limitation Policy

A. Move Frequency. It is neither cost effective nor efficient to provide more than one PCS move to a DoD civilian employee during any 12-month period. A transfer within the DoD at Government expense may not be authorized within 12 months of the civilian employee's most recent PCS unless the AO certifies that the proposed transfer is in the Government's interest, an equally qualified civilian employee is not available within the commuting area of the activity concerned, and the losing activity agrees to the transfer. This policy does not preclude a civilian employee from accepting a position, but it may cause the civilian employee to relocate at personal expense. The following moves are exceptions to the 12-month period limitation:

1. A civilian employee or re-employed former civilian employee affected by a RIF or transfer of functions (see [par. 054805](#)).

2. A DoD Component directed placement.

3. From the actual residence to a new PDS, after the civilian employee exercises return transportation rights from a PDS OCONUS under a tour agreement OCONUS, but only if the civilian employee did not receive PCS allowances for the return to actual residence. A civilian employee who signed a new service agreement for return to actual residence and received TQSE or MEA reimbursements has received PCS allowances.

B. **Successive PCS Moves.** When a civilian employee makes successive PCS moves and dependent or HHG movement is delayed until transfer to the last PDS, movement is allowed by the direct route between the first and last PDSs, provided the 1-year time limitation under the authority for the first transfer has not expired. If the 1-year time limitation has expired for transfer from the first PDS, travel and transportation allowances are limited to those from a subsequent PDS where the 1-year time limitation has not expired to the last PDS. See [par. 053713](#) for funding responsibility.

053707. Two or More Family Members Are Civilian Employees ([FTR §302-3](#))

When two or more civilian employees who are members of the same immediate family are transferred in the Government's interest, they may either choose to receive the travel and transportation allowances each separately or one as a civilian employee and the other as a dependent. All affected civilian employees must sign a written document outlining the choice. If each civilian employee chooses to receive travel and transportation allowances as a civilian employee, neither is treated as the other's dependent. Otherwise, one civilian employee is eligible for travel and transportation allowances on behalf of the other as a dependent. When a civilian employee chooses separate travel and transportation allowances, duplicate benefits must not be paid to both civilian employees on behalf of a non-civilian employee dependent. When a civilian employee chooses separate benefits, the written document must specify which civilian employee receives the allowances for a non-civilian employee dependent.

053708. Civilian Employee Married to Service Member

A civilian employee is authorized PCS allowances when transferred in the Government's interest, even if the civilian employee's Service member spouse is also transferred at the same time to the same place. The couple may not each receive PCS travel and transportation allowance payments for the same purpose or expense. Duplicate payments are not allowed.

053709. Permanent Duty Tour (PDT) Counseling

Each DoD Component must provide counseling on travel, transportation and other relocation allowances to all civilian employees before PCS. Counseling assists a civilian employee in making more-informed decisions, allowing him or her to play a more active role in the PCS, and educates a civilian employee of the options when selling or buying a residence due to the enormous financial implications. Either the DoD Component or contractors may provide counseling. This counseling should be offered as early as possible during the PCS process and may be offered to a selected candidate who is contemplating acceptance of a job that would require relocation.

053710. Reassignment or Transfer Advance Notice

The civilian employee should be given at least 30 days notice before reporting to a new PDS or DoD Component outside the commuting area to allow him or her adequate time to prepare for the transfer or reassignment. The notice period should not be less than 30 days except when any of the following occur:

- A. The civilian employee and both the losing and gaining Agencies agree on a shorter period.
- B. Other statutory authority and implementing regulations stipulate a shorter period (OPM regulations for specified time frames).
- C. There are emergency circumstances.

053711. Reimbursement and Timing

The reimbursement maximums and limitations that apply to certain allowances are not the same for every civilian employee, even though claims may be filed within the same period, due to successive changes to these regulations governing PCS allowances, and the extended period that a civilian employee retains eligibility for certain allowances (see [par. 053712](#)). The regulations in effect on the appointee's or civilian employee's appointment or transfer effective date apply for payment and reimbursement purposes.

053712. Time Limits for Using PCS Allowances

All travel between authorized points in the travel order should be accomplished as soon as possible. All authorized PCS allowances must be used and completed within 1 year from the effective transfer or appointment date. The civilian employee is financially responsible for PCS travel and transportation allowances beyond the initial 1 year unless an extension is authorized or approved by the DoD Component as being in the Government's interest.

A. Extension. The DoD Component may grant an extension, upon a civilian employee's request, only if the 1-year time limit for purchase or sale of a residence or an unexpired lease transaction was completed under [par. 054501-B](#). Reasons that do not justify authorizing or approving an extension include, but are not limited to, delaying a dependent or HHG relocation in anticipation of a future PCS order not yet issued and residence construction or renovation delays at the new PDS. When an extension is authorized or approved, PCS allowances must be calculated by using the regulations and rates in effect on the civilian employee's transfer effective date.

B. Embargoes or Shipping Restrictions. When a civilian employee is assigned to duty OCONUS and travel and transportation is not feasible due to shipping restrictions, that time does not count toward the 1-year time limit. The delay required by travel restriction and administrative embargo that make dependent travel impossible is excluded from the 1-year period. Lack of family housing in an area OCONUS that prevents dependent travel is an administrative embargo. When an administrative embargo is removed, the command OCONUS must notify in writing each affected civilian employee. The remaining number of days left in the 1-year time limit when travel was impeded are all that remain allowing execution of travel and transportation allowances on the date when the embargo is removed.

C. Military Duty. For a civilian employee who enters active military duty any time before the 1-year period ends, the time spent in military service is not included in the period. The 1-year period excludes furlough time spent by a civilian employee who begins active military service before the expiration of the 1-year period and who is furloughed for the military assignment duration to the PDS for which transportation and travel expenses are allowed.

D. Transfers without a Break in Service. When a civilian employee of another Federal Department or Agency stationed OCONUS is transferred to a position in a DoD activity OCONUS without a break in service, dependent travel from the old PDS OCONUS to the new PDS OCONUS is authorized if the move is in the Government's best interest. If the civilian employee's dependent has not joined the civilian employee in the area OCONUS, travel from the last PDS or actual residence may be authorized subject to the 1-year time limit. This applies whether the actual residence is in the United States or another country.

E. Locally Hired Civilian Employee. The time limit applies to dependent travel of any civilian employee hired locally in a foreign location who executes a service agreement at the time of original appointment or who enters into a renewal agreement for an additional tour of duty.

F. Dependent Travel Delay and Return for Separation. When a civilian employee returns to the CONUS from a PDS OCONUS for separation, dependent travel may be delayed if the activity's commanding officer OCONUS authorizes or approves the delay. The civilian employee must submit a written request for delayed travel. Costs for unauthorized delays are the civilian employee's financial responsibility.

G. Extension of the 1-year Time Limit Due to Impact from Hurricanes Ian and Fiona. Respective effective dates and areas (see [FTR Bulletin 23-03](#)) are:

1. Florida: For official relocation travel performed on or after September 23, 2022, based on the Presidential Disaster Declarations for affected counties and tribal reservations in the state of Florida and expires 180 days from the effective date.

2. South Carolina: For official relocation travel performed on or after September 25, 2022, based on the Presidential Disaster Declaration for affected counties in the state of South Carolina and expires 180 days from the effective date.

3. North Carolina: For official relocation travel performed on or after September 28, 2022, based on the Presidential Disaster Declaration for affected counties in the state of North Carolina and expires 180 days from the effective date.

4. Commonwealth of Puerto Rico: For official relocation travel performed on or after September 17, 2022, based on the Presidential Disaster Declaration dated September 21, 2022, for affected counties in the Commonwealth of Puerto Rico and expires 180 days from the effective date.

053713. Travel and Transportation Funding ([FTR §302-2](#))

A civilian employee's pay and leave status during official travel are subject to the separate Departments' regulations about hours of duty, pay, and leave. A new appointee is in a duty status while traveling to the first PDS. For regulations governing excused absence and duty status while preparing for and completing a PCS move, see [DoDI 1400.25, Vol. 630](#) (civilian employee leave).

A. Movement between Different Departments and Agencies or DoD Components. This applies to movement between any of the following: Army, Navy, Air Force, Marine Corps, DoD Components, and to or from non-DoD Agencies. Except in the case of a RIF, transfer of function, or movement under the DoD Priority Placement Program (PPP), costs associated with a PCS may be paid by the gaining Department, Agency, or DoD Component.

1. RIF or Transfer of Function. The losing activity must pay transfer costs between different DoD activities of a civilian employee identified for separation or demotion caused by RIF or transfer of function. A losing DoD activity must request that the non-DoD gaining activity pay or share the costs for transfers that involve a RIF or transfer of function to a Department or Agency outside DoD. If a non-DoD gaining activity refuses to assume or share the expense, the losing activity must pay the cost.

2. PPP. PCS costs for movement under the PPP to a different DoD Component, due to a RIF or transfer of function, are funded the same as for any other RIF or transfer of function. When a RIF or transfer of function is not involved and a civilian employee returns to the United States through the PPP

from a foreign area assignment the gaining activity pays TQSE and MEA. The losing activity pays other PCS costs.

B. Movement within the Same DoD Component. The gaining activity may pay PCS movement costs if the move meets the criteria in [par. 053701](#), except in the following cases: RIF or transfer of function, base realignment and closure (BRAC), from an activity OCONUS to an activity in the CONUS, or from an activity OCONUS to an activity of the same DoD Component in Hawaii.

1. RIF or Transfer of Function. The losing activity must pay movement costs.
2. BRAC. Ordinarily the gaining activity pays PCS movement costs. However, the losing activity may, at its discretion, pay PCS movement costs due to a BRAC action.
3. Transfer from an Activity OCONUS to an Activity in the CONUS. When a civilian employee transfers from a PDS activity OCONUS to a PDS in the CONUS, the losing activity must pay travel and transportation allowances for the civilian employee and dependent according to [par. 054804-A](#). This includes transportation and per diem for the civilian employee and dependent transportation, HHG, and POV transportation to the civilian employee's actual residence or activity in the CONUS, limited to what it would cost to travel to the civilian employee's actual residence. If the gaining activity authorizes PCS allowances, it is responsible for additional civilian employee and dependent transportation and per diem costs, and transportation of HHG and a POV to the new PDS, plus MEA, RIT and, if the civilian employee is eligible, real estate allowances. At the gaining activity's discretion, the activity may pay for TQSE and an HHT, if the civilian employee is eligible, for any of the following:
 - a. A civilian employee who completes his or her tour of duty under the current service agreement.
 - b. A civilian employee released from the period of service specified in the service agreement for reasons beyond his or her control that are acceptable to the losing DoD Component.
 - c. An Army civilian employee moved under the civilian Career Management Program referral system who completes an initial tour of duty OCONUS and at least half of an additional tour greater than 12 months or two-thirds of an additional 12-month tour.
 - d. A civilian employee with or without a service agreement moved under the PPP. If a RIF or transfer of function is involved, the losing activity must pay movement costs.
4. Transfer from an Activity OCONUS to an Activity of the Same DoD Component in Hawaii. Funding travel and transportation for a civilian employee who transfers from an activity OCONUS to a Hawaiian activity of the same DoD Component is the same as any other activity moving due to a RIF or transfer of function, a BRAC, or from an activity OCONUS to an activity in the CONUS.
5. Directed Transfer due to Failure to Complete Probationary Period. The losing activity must pay authorized transfer costs when a civilian employee fails to complete a probationary period satisfactorily.
6. Civilian Employee Returning from Foreign Area through the PPP. The losing activity must pay travel and transportation costs for a civilian employee returning through the PPP from foreign area assignment in the same DoD Component when a RIF or transfer of functions is not involved. The gaining activity must pay TQSE and MEA.

C. Separation from Employment OCONUS

1. Separation after Travel Begins. The losing activity must pay the en route travel and transportation costs for a civilian employee, eligible for transportation under a service agreement, who returns to the actual residence or alternate destination. This is limited to the travel and transportation costs to the actual residence for separation from the losing PDS OCONUS.

2. Separation before Travel Begins. When a civilian employee, eligible for travel and transportation to the actual residence, resigns OCONUS before beginning travel from the PDS OCONUS, the eligibility continues and the losing activity OCONUS must pay the movement expenses to the actual residence. When a civilian employee under those same conditions expects to continue in Government service in a different Department or Agency in the actual residence locality, and is not employed by, or authorized PCS allowances by, the gaining activity before departure from the losing PDS OCONUS, the losing activity OCONUS must pay the movement expenses to the actual residence.

3. Employment after Separating (without a Break in Service) from the Losing Activity. When a civilian employee under an agreement returns to the actual residence or allowable alternate destination in the United States for separation, and, after arrival at the destination, is employed by another DoD Component without a break in service, the losing activity OCONUS must pay for the allowable separation limited to travel and transportation costs to the actual residence. For the requirements and limitations regarding payment by the gaining DoD Component when additional travel and transportation to the new PDS is necessary and circumstances under which PCS allowances may be authorized and paid, see [par. 054804-B](#).

4. Separation Due to Civilian Employee Transfer between Activities OCONUS. When a civilian employee, under an agreement at an activity OCONUS, is transferred to a different activity OCONUS at the same or a different PDS, the gaining activity is responsible for the civilian employee's separation travel cost if the civilian employee is or becomes eligible for separation travel and transportation allowances.

053714. Temporary Change of Station (TCS) ([FTR §302-3](#))

A. Eligibility. An AO may authorize a TCS with limited PCS allowances, instead of TDY allowances, for a civilian employee scheduled for a long-term TDY not less than 6 months or more than 30 months. An AO may authorize a TCS only when it is expected to last 6 months or more. The TCS location is the civilian employee's temporary official duty location. If the assignment ends sooner than 6 months, for reasons other than separation from Government service, TCS expenses are paid. If the assignment is more than 30 months, the civilian employee must be permanently assigned to the temporary official location or returned to the previous official location. A TCS assignment may be considered only if the civilian employee is directed to perform a long-term TDY at another duty location outside the local area as defined in [section 0206](#). No minimum distance between a PDS and TCS location is required to qualify for a TCS. A Service agreement is not required for a TCS move.

B. Ineligible Civilian Employees. The following are ineligible for a TCS assignment:

1. A new appointee.
2. An individual employed intermittently in the Government service as a consultant or expert and paid on a daily "when actually employed" basis.
3. An individual serving without pay or at \$1 a year.

4. A civilian employee assigned under the Government Civilian Employees Training Act ([5 U.S.C. §4109](#)).

5. A civilian employee assigned to or from a state or local government under the Inter-Governmental Personnel Act ([5 U.S.C. §3372](#)) (see [par. 053715](#)).

C. AO Considerations. The AO must determine that TCS is more advantageous than a TDY or PCS, otherwise TDY travel and per diem are payable.

1. Component Cost Considerations. An AO should consider a TCS when a cost comparison shows that a TCS is to the Government's advantage. The AO should compare the costs for a long-term TDY with per diem and actual expense allowance (AEA) for the entire period of the assignment and the costs for a TCS, which has substantial relocation allowance payments at the beginning and end of the assignment and less substantial payments for extended storage and property management services, if authorized.

2. Civilian Employee Tax Consideration. An AO should consider TCS when a long-term TDY results in a non-reimbursable income tax liability for a civilian employee. A civilian employee who performs a TCS is subject to income tax on some of the TCS reimbursements, and receives a RIT allowance. A civilian employee who performs a TDY for more than 1 year at a single location is subject to income tax on travel reimbursements. A traveler should contact Federal, state, and local authorities concerning potential income tax liability.

3. Civilian Employee Concerns. An AO should consider the possible negative effect of a long-term absence from the PDS and immediate family on the civilian employee's morale and job performance, and other civilian employee pay, such as locality pay and non-foreign cost of living allowances.

4. Equity Concerns. An AO should consider the financial inequity that results when a civilian employee on a long-term TDY lives in a manner similar to a permanently assigned civilian employee while receiving TDY allowances.

D. TCS Allowances

Table 5-68. Allowances Authorized and not Authorized		
1	Authorized	a. Civilian employee's travel and transportation expenses (see par. 053901-A for per diem). b. Transportation and dependent per diem. c. POV transportation. d. MALT, if a POV is used. e. HHG transportation and SIT. f. Mobile home transportation instead of HHG transportation. g. Storage of a POV for support of contingency operations only. h. MEA. i. RIT allowance (see par. 053611).
2	Not Authorized	a. TDY travel allowances, including TDY per diem.* b. AEA. c. TDY transportation allowances. d. Non-emergency storage of a POV.

Table 5-68. Allowances Authorized and not Authorized

*If a TCS is authorized, a civilian employee may not choose payment of per diem expenses instead of a TCS.

1. Discretionary Allowances. A civilian employee may be authorized an HHT, TQSE while occupying temporary lodging, NTS of HHG when necessary during the assignment, and property management services at the civilian employee's old PDS residence for the TCS duration.

a. HHG. The AO determines the storage location of authorized NTS of HHG, which may be stored for the TCS duration. Together, the total weight of HHG stored and the weight of HHG transported must not be greater than the maximum 18,000 pounds. The civilian employee is personally financially responsible for all excess costs if the total weight of stored and transported HHG is greater than the maximum allowed.

b. Property Management Services. Property management services may be authorized only for a residence at the civilian employee's PDS in the CONUS or a non-foreign PDS OCONUS from which the civilian employee was assigned to the TCS location.

2. Allowances upon Assignment Completion. When returning to the original PDS, a civilian employee is authorized all of the allowances in [par. 053714-D1](#) and [Table-5-68](#) except property management services and an HHT. The civilian employee may not be paid for extended storage or property management services incurred after the last day of the 30th month or the expiration of the order, whichever occurs first. He or she must be paid for the expenses of returning the civilian employee, immediate family, and HHG to the previous official location unless he or she is permanently assigned to the temporary official location.

E. Temporary Official Station Becomes the PDS. TCS allowances stop on the day the TCS location becomes the PDS.

Table 5-69. Allowances Payable when the TDY Station becomes the PDS

1	Payable	a. Travel, including per diem for the civilian employee and dependents who relocated to the TCS location for one round trip between the TCS location and old PDS. b. Transportation and per diem for one-way travel from the old PDS for those dependents not previously relocated to the TCS location. c. Transportation of POVs not previously transported, if authorized, for a TCS being converted to a PCS between locations in the CONUS.* d. Real estate expenses. e. Residence-related relocation service expenses may be authorized.* f. Property management expenses may be authorized.* g. Transportation of HHG not previously transported to the TCS location, limited to maximum weight. h. Short-distance HHG move if the residence at the new PDS changes. i. TQSE while occupying temporary lodging may be authorized in extraordinary circumstances.*
2	Not Payable	a. An HHT to the temporary official station. b. TDY per diem. c. Transaction expenses for selling a residence or breaking a lease at the TCS location.

*These allowances are discretionary.

F. TCS and Separation from Government Service

1. After TCS Completion. A civilian employee who separates, by either retiring or

resigning, from Government service after TCS completion is authorized the same PCS expenses had the civilian employee not separated from Government service. If the civilian employee returns to a location other than the PDS or remains at the TCS location, PCS allowances are authorized, limited to the amount that would have been paid if the civilian employee had returned to the PDS.

2. Before TCS Completion. If a civilian employee separates from Government service before TCS completion for reasons that are both beyond his or her control and acceptable to the Service or Agency, the civilian employee is authorized the same PCS expenses had he or she not separated. Otherwise, payments are limited to what would have been payable had the TCS been performed as a TDY.

053715. Inter-Governmental Personnel Act (IPA) Mobility Program

OPM maintains oversight of the IPA Mobility Program. Assignments solely for training are not made using this authority. [5 U.S.C. §3371-§3375](#) (IPA), provide authority for the temporary assignment of a civilian employee between the Federal Government and state or local government, institutions of higher education, Indian tribal governments, federally funded research and development centers, or other eligible organizations. Travel and transportation under the IPA Mobility Program must follow [5 CFR §334](#).

A. Eligibility. When a civilian employee is assigned between the Federal Government and a state or local government or institution of higher education authorized by the IPA Mobility Program, travel expenses or limited relocation expenses may be authorized. The civilian employee must sign a written service agreement for 1 year or for the length of the assignment, whichever is shorter, to be eligible for payment of per diem at the assignment location or limited relocation expenses.

B. Allowances. The standard allowances for round-trip travel, transportation, and per diem may be authorized as specified in [Chapter 2](#) or the AO may authorize the following PCS allowances for relocation:

1. Civilian employee and dependent travel and transportation expenses to and from the assignment location.
2. Transportation and SIT expenses of the civilian employee's HHG and personal items.
3. TQSE when the assignment starts and when it is completed.
4. An MEA.
5. Civilian employee expenses for NTS of HHG and personal items, when the civilian employee is assigned to an isolated location in [par. 054807](#).

C. Time Limitation. An assignment may be up to 2 years long; intermittent, part time, or full time; extended for up to an additional 2 years when beneficial to both organizations; and terminated at any time.

0538 CIVILIAN PCS TRANSPORTATION

053801. Airplane, Train, Ship, and Bus Transportation

A civilian employee and any dependents must use an available TMC for PDT.

A. Commercial. Reimbursement of personally procured transportation is limited to the policy-constructed airfare that the Government would have paid had the civilian employee or dependent purchased the ticket through the TMC for authorized transportation over a usually traveled direct route according to a schedule that meets the PCS order's requirements. When air travel is medically inadvisable for the civilian employee or an accompanying dependent for transoceanic travel, reimbursement is limited to the least costly available first-class passenger accommodations on a commercial ship.

B. Government. An AO may direct a civilian employee or a dependent to use Government transportation. A civilian employee or dependent who uses a transportation mode other than the mode directed is not reimbursed for transportation costs.

C. Air Travel Medically Inadvisable. When air travel is medically inadvisable for transoceanic travel for a family member, the family should not be separated unless the family agrees to be. A condition that makes air travel medically inadvisable is not limited to physical disability. If a civilian employee or dependent is diagnosed with aerophobia that causes severe symptoms, this may be a basis for the issuance of a medical certificate precluding aircraft travel. A competent medical authority must certify the condition and the AO must authorize it in advance of travel. The civilian employee and the AO must each receive a copy of the written medical determination. When air travel is medically inadvisable, surface transportation provided must be the least costly commercial ship passenger accommodations. See Chapters 2 and 3 for the required accommodations, use of U.S. flag ships, and travel by oceangoing car ferry.

053802. Privately Owned Vehicle (POV)

A civilian employee or dependent who uses a POV may be authorized MALT. MALT is based on the official distance in par. 020204, when traveling on a PCS order between any of the official points in Table 2-2. A rental car used for PCS travel is considered a POV. Use the actual amount, without rounding, when computing MALT. The MALT rate in effect on the date PCS travel commences applies even if travel is completed after the rate changes. See Chapter 2 for POV use to or from a transportation terminal or PDS, or miscellaneous reimbursable expenses associated with POV transportation.

A. Automobile Use. Automobile use is to the government's advantage for first duty station travel by a newly recruited civilian employee or appointee, PCS travel, or separation travel. Automobile use by a dependent is to the Government's advantage for PCS travel, other than transoceanic.

B. Privately Owned Motorcycle. The use of a privately owned motorcycle for first duty-station travel by a newly recruited civilian employee or appointee, PCS travel, or separation travel, is to the Government's advantage when travel costs, including associated per diem, are less than commercial transportation. Compare travel costs at the applicable MALT rate, plus per diem for the travel period, limited to the time required to complete the trip at a rate of 350 miles a calendar day.

C. Privately Owned Airplane

1. The use of a privately owned airplane for first duty-station travel by a newly recruited civilian employee or appointee, PCS travel, or separation travel, is to the Government's advantage when travel costs, including associated per diem, are less than commercial transportation. Compare travel costs at the applicable MALT rate, plus per diem for the travel period, limited to the time required to complete the trip at a rate of 350 miles a calendar day.

2. Nautical miles must be converted to statute miles. One nautical mile equals 1.15077945 statute miles, so that 250 nautical miles multiplied by 1.15077945 equals 288 statute miles.

3. Reimbursement for travel by privately owned airplane is at the appropriate TDY mileage rate.

D. Privately Owned Aircraft Other than Airplane. The actual operation cost is reimbursed instead of a commuted rate mileage. The following expenses are reimbursable: fuel, oil, and aircraft parking, landing, and tie-down fees. The following expenses are not reimbursable: charges for repairs, depreciation, replacements, grease, oil change, antifreeze, towage, and similar expenses.

E. Transoceanic Travel by POV. An AO may authorize a civilian employee or dependent to use a POV on a route normally involving transoceanic travel if it is more advantageous to the Government. This provision only applies when the POV is used for the entire distance between duty locations, for the official distance rather than the actual distance. This applies regardless of whether reimbursement is more than other transportation modes. A civilian or dependent who travels by privately owned boat may be reimbursed the actual cost for fuel, oil, and docking fees limited to the policy-constructed airfare.

F. Multiple Travelers. When more than one traveler on official orders uses the same POV, only one traveler may receive reimbursement for MALT and POV-related reimbursable expenses. All other travelers in the same vehicle are passengers and receive no transportation reimbursement.

1. A civilian employee authorized travel for a dependent is authorized MALT for two POVs, if used. MALT payment does not affect dependents who did not travel by POV.

2. Additional POVs used for PDT within the same household may be authorized or approved through the Secretarial Process.

Table 5-70. Use of More than One POV on a Civilian PCS		
If...		Then reimbursement is authorized...
1	a civilian employee and dependent relocate on a PCS move, and use two POVs,	to include car ferry fees for each POV.
2	a civilian employee does not use a POV and the dependents use two POVs,	for each vehicle.
3	more than two POVs are authorized,	
4	the same POV is used to transport the civilian employee or a dependent for more than one trip between the old PDS and new PDS,	for each official trip.
5	more than two licensed drivers are in the family, the family has more than two POVs, and this is the only reason additional POVs are requested,	for only two POVs.
Examples of when more than Two POVs are Routinely Authorized or Approved		
6	a. The number of family members, including their luggage, cannot be transported in two vehicles.	
	b. A dependent requires special accommodations due to age or physical conditions and two POVs are required for other family members.	
	c. A civilian employee must report to the new PDS before the dependents; the delayed travel is for reasons acceptable to the AO, such as school-term completion or personal business-affairs settlement; and there are more dependents than can reasonably fit together with luggage in a single POV.	

Table 5-70. Use of More than One POV on a Civilian PCS

- | |
|---|
| <ul style="list-style-type: none"> d. The dependents perform unaccompanied travel between authorized points other than those that the civilian employee uses, such as travel to a designated place or to the new PDS while the civilian employee has TDY en route, and there are more dependents than can reasonably fit together with luggage in a single POV. e. The dependents perform unaccompanied travel to the new PDS before the civilian employee's reporting date for reasons acceptable to the AO, such as to enroll dependents in school at the beginning of the term, and there are more dependents than can reasonably fit together with luggage in a single POV. |
|---|

053803. Mixed-Mode Travel

A civilian employee may be authorized reimbursement limited to the MALT rate plus per diem for the authorized travel. When POV use is authorized for all PDT travel, and the civilian employee instead uses both POV and another mode, he or she is authorized the MALT rate for the distance traveled by POV, costs incurred for commercial transportation, and per diem for actual travel time.

053804. PCS To, From, or Between Points OCONUS

A. General. A civilian employee traveling on a PCS order to, from, or between points OCONUS is authorized the applicable allowances in this section for the following:

1. The official distance between the old PDS and the appropriate port of embarkation serving the old PDS.
2. Transportation by available Government aircraft or ship, or Government-procured transportation or reimbursement for costs incurred for personally procured transportation for the transoceanic travel involved plus applicable per diem.
3. The official distance between the appropriate port of debarkation that serves the new PDS and the new PDS.
4. Travel to and from the vehicle processing centers (VPC), when concurrent with the en route travel.

B. Transoceanic Travel. When transoceanic travel is involved between to, from, or between PDSs OCONUS, air transportation is the normally authorized transportation mode for transoceanic travel for both the civilian employee and any dependents. For POV travel, see [par. 053802-E](#). A dependent is required to use Government transportation when it is reasonably available and directed. However, the dependent must not be required to use other than regularly scheduled transport type aircraft, such as Patriot Express or Category B AMC transportation, ordinarily used for passenger service. When appropriate Government air transportation is available and travel by aircraft has not been determined medically inadvisable but a dependent travels at personal expense no reimbursement is authorized.

C. Concurrent Travel. Concurrent dependent travel from the CONUS is authorized to specific areas OCONUS (see [Table 5-67](#)). For a civilian employee on a PCS order to a dependent-restricted tour, see [par. 053704](#). When prior command approval OCONUS is necessary, the recruiting office in the CONUS or other appropriate office must obtain concurrent travel authority from the command OCONUS and advise the activity responsible for processing the civilian employee. When dependent travel is authorized concurrently with the civilian employee or within 60 days after the civilian employee's

reporting date at the Army, Navy, or Air Force transportation terminal in the CONUS, the activity responsible for processing the civilian employee must take action regarding the dependent's passport, visas, immunizations or inoculations, port calls, and transportation. When dependent travel, initially prohibited, is authorized by the command OCONUS subsequent to the civilian employee's arrival at the PDS OCONUS, the civilian employee's travel order must be amended to note the authority for dependent travel at that time.

Note: Follow the procedures in [AR 55-46](#) (Travel Overseas) according to the priority system for an Army civilian employee.

D. Indirect Travel. When a civilian employee, at personal expense and convenience, performs PCS travel OCONUS over an indirect route, he or she is authorized reimbursement limited to the amount authorized for the direct route between the old PDS and new PDS. The civilian employee is authorized all of the following:

1. Lodging plus per diem for land travel performed from the time the civilian employee departs the old PDS until the civilian employee reports to the new PDS.
2. Reimbursement for the cost of transoceanic U.S. flag transportation used and per diem.
3. Reimbursement for transoceanic, non-U.S. flag transportation used and per diem limited to the cost the Government would have incurred for the civilian employee's transportation on the direct route if travel by non-U.S. flag carrier. The indirect route is supported by the documentation required in [Chapter 2](#) stating that a U.S. flag carrier was not available on either the direct route or the indirect route.

053805. Early Return of a Dependent (ERD)

The appropriate command OCONUS may authorize a dependent's return travel to the United States before a civilian employee's return to the actual residence or travel to an alternate destination when in the Government's best interest. Early return travel may be authorized when a civilian employee is eligible for return transportation after completing the PDS service agreement, under exceptions to the PDS service period agreement, or if the command OCONUS determines that it is in the Government's interest to return the dependent for humanitarian or compassionate reasons. Reimbursement is limited to the Government's cost for the usual transportation mode and route that the dependent would have used had he or she traveled back to the PDS OCONUS with the civilian employee. The civilian employee is financially responsible for costs that are more than the most economical route from the PDS OCONUS to the civilian employee's actual residence.

Table 5-71. Rules for an Early Return of a Civilian Employee's Dependent		
	If ...	Then...
1	Government transportation is available,	the dependent must use Government transportation for ERD travel.
2	a civilian employee completes a service agreement, has received unaccompanied one-way dependent transportation to the actual residence, and has RAT at a later date,	ERD transportation expenses to the PDS OCONUS are reimbursable.
3	a civilian employee's dependent returns before the civilian employee is eligible for return travel and is not already authorized early return travel,	transportation expenses are the civilian employee's financial responsibility
4	a civilian employee is eligible for return travel	travel expenses are limited to the cost of the

Table 5-71. Rules for an Early Return of a Civilian Employee's Dependent

If ...		Then...
	reimbursement,	dependent travel by the most economical route from the PDS OCONUS to the actual residence and the amount allowable for the available transportation mode that would have been used when the civilian employee was eligible for return travel. The most economical route includes the policy-constructed airfare when City Pair Program airfares are unavailable.
5	ERD travel was already authorized once during the period of service OCONUS,	further ERD travel must not be authorized.
6	ERD is performed at Government expense,	a dependent's return travel at Government expense to the PDS OCONUS is not authorized except when due to RAT.
7	ERD travel is for RAT,	a dependent's return travel may be authorized at Government expense to the PDS OCONUS.
8	an individual is no longer a dependent when the civilian employee is eligible for return travel due to divorce, annulment, or termination of a committed relationship,*	reimbursement for return travel and transportation allowances to the actual residence is authorized anywhere in the world for a civilian employee's former spouse, domestic partner, or former dependent who traveled to the civilian employee's PDS OCONUS as a dependent at Government expense.
*Travel must begin before the end of the civilian employee's current tour of duty and before the end of the tour during which the divorce, annulment, or committed relationship termination became final, or before the end of an already approved administrative tour extension.		

053806. Dependent Student Travel

[DoDI 1400.25, Vol. 1250](#) (Overseas Allowances and Differentials) authorizes educational travel, as specified in [DSSR Section 280](#), for a dependent student of a DoD civilian employee assigned in a foreign area for travel to and from a school offering a full-time course of secondary or post-secondary education. Travel allowances for the dependent student's secondary education are instead of an education allowance. This travel is administered in accordance with DoD and Service regulations. The civilian employee is authorized up to 350 pounds of unaccompanied baggage or storage not to exceed the cost of transporting 350 pounds of unaccompanied baggage in connection with the trip, subject to the provisions in [DSSR Section 285.1](#).

053807. Authorized Travel Time

A. [Travel Time Rules](#). A civilian employee or dependent is authorized travel time to complete a PDT move. There is no mandatory distance that must be driven each day.

1. If ordered to travel 400 or fewer miles between official points using a POV or Government automobile, then 1 day of travel is authorized for the official distance.

2. If the distance is greater than 400 miles, then divide by 350 to determine the number of authorized travel days. If the remainder is 51 or more, 1 additional travel day is allowed. The result determines the maximum number of authorized travel days.

Table 5-72. Authorized Travel Time Rules for Civilian PDT		
If a civilian employee...		Then authorized travel time is...
1	travels by Government or Government-procured airplane, train, ship, or bus,	the actual time needed to travel over the direct route, including necessary delays.
2	uses a POV not authorized by the AO as being to the Government's advantage,	limited to that authorized for Government-procured transportation for the official ordered travel distance.
3	travels by a transportation mode other than the one authorized,	the actual travel time used, limited to the travel time for the authorized transportation mode.
4	spends less time traveling and the authorized travel time from the departure date through the arrival date,	the actual travel time (called the elapsed time).

B. Mixed-Mode Travel Time. Regardless of the number of transportation modes used, authorized travel time is limited to that allowed as if a POV were used for the entire travel, unless additional travel time is authorized.

1. The authorized travel time when transportation is by mixed modes is computed using the total distance traveled by POV in whole days, limited to the travel time authorized for the official distance between the origin and destination, plus 1 day for commercial transportation other than transoceanic.

2. Compute authorized mixed-mode travel time in [Table 5-73](#). The distance traveled to leave points is considered when computing travel time. When computing the authorized travel time, do not include travel while at the leave point, old PDS, new PDS, or TDY location, or when traveling from a leave point and returning to the same leave point.

Table 5-73. Computation for Mixed-Mode Travel	
1	Determine the official distance between the authorized separate legs of the journey in par. 020205 . a. If the distance is 400 or fewer miles, 1 day of travel is allowed. b. If the distance is greater than 400 miles, then divide by 350 to determine the number of authorized travel days. c. If the remainder is 51 or more, 1 additional travel day is authorized. The result determines the maximum number of authorized travel days.
2	Determine the actual number of miles a POV was used between the official points (the distance traveled to a leave point is included). a. If this is greater than the official distance in Step 1, then the authorized travel is the same as in Step 1 and no further computation is required. b. If the distance is less than what was allowed in Step 1, then divide by 350. c. If the remainder is 51 or more, 1 additional travel day is authorized.
3	Allow 1 day for travel by air, train, or bus transportation.
4	Add Step 2 and Step 3 together, to determine the authorized travel time.

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

1. When transoceanic travel is by POV for the entire distance between duty locations and is authorized by the AO as more advantageous to the Government, then travel time is based on travel by

POV.

2. When travel is by privately owned boat, travel time is based on the air travel time.

D. Additional Travel Time. The commanding officer may authorize or approve additional travel time for reasons beyond a civilian employee's control. The additional time may be authorized for the actual time used or for a shorter period. The commanding officer may require additional documentation supporting the circumstances.

0539 CIVILIAN PCS PER DIEM

Per diem is payable for any days travel time is authorized. However, it is not payable when the official travel period is 12 or fewer hours or for a full day of leave. The specified per diem applies for all related travel unless otherwise stated in the JTR. Per diem is payable for situations such as delays for reasons beyond the civilian employee's control as determined by the Component, necessary delays awaiting further transportation, delays at the point of embarkation or point of debarkation, or a TDY en route. Calculate en route per diem payment using the lesser of either the authorized travel time or the actual travel time. See [International Date Line computation example 1](#) and [International Date Line computation example 2](#).

053901. PCS Per Diem Allowance

A per diem rate includes a maximum reimbursement amount for lodging expenses and a fixed amount for M&IE. Reimbursement is limited to the lesser of the actual lodging cost or the applicable maximum amount. Lodging receipts are required (see [Chapter 2](#) for miscellaneous reimbursable expenses). The M&IE rate, or portion thereof, is payable to a civilian employee without itemization of expenses or receipts.

Table 5-74. Per Diem Rates for PDT			
The PDT is...		And is for...	Then the...
1	in the CONUS,	travel to a first duty station for a newly recruited civilian employee or appointee,	Standard CONUS per diem rate is used.
2		travel for a PCS,	
3		travel for RAT,	
4		separation travel,	
5		occupying temporary lodging, except when TQSE (Lump Sum) is authorized,	
6		HHT (Lodging Plus),	
7		HHT (Lump Sum),	
8	in non-foreign OCONUS,	HHT (Lodging Plus),	locality per diem rate is used.
9		HHT (Lump Sum),	
10	OCONUS,	travel to a first duty station for a newly recruited civilian employee or appointee,	
11		travel for a PCS,	
12		travel for RAT,	
13		separation travel,	
14		occupying temporary lodging at a location OCONUS,	

- A. Lodging Plus Per Diem (Lodging Plus) Computation Method. Compute per diem for all PCS

travel using the Lodging Plus method. Per diem is the actual amount the civilian employee pays for lodging plus an allowance for M&IE for each travel day. Per diem is limited to the Standard CONUS per diem rate for locations in the CONUS or the maximum locality per diem rate for locations OCONUS. Per diem is calculated at 75% of the appropriate locality rate for M&IE for the day of departure or day of arrival at any of the following:

1. A PDS.
2. A designated place or alternate destination point.
3. A safe haven when PCS travel is from a safe haven location.
4. RAT leave locations when Lodging Plus per diem is paid.
5. Travel that begins and ends on the same day when travel is more than 12 hours.

B. PCS Per Diem when Traveling by Airplane, Train, Ship, or Bus. The per diem rate is calculated using the new PDS rate for PCS travel when transportation is personally procured, or furnished as transportation in-kind, for separate legs of travel. If there is an overnight stop or TDY en route, the per diem rate for the arrival day at the overnight stop or TDY site is calculated using that location's rate. The new PDS rate does not override the destination rate logic of the Lodging Plus per diem computation method. M&IE for the new PDS arrival day is the new PDS rate whether or not there is a stopover. Per diem is not authorized for a civilian employee or dependent when traveling aboard a commercial ship when meals are furnished without charge, or are part of the accommodations cost, except on embarkation and debarkation days.

Table 5-75. PCS Per Diem Computations for Lodging Plus Per Diem		
	For...	Then per diem is...
1	the day travel begins (the departure day from the PDS, home, or other authorized point) and lodging is required,	the actual lodging cost incurred by the civilian employee, limited to the applicable lodging rate, plus 75% of the applicable M&IE rate.
2	the day travel begins (the departure day from the PDS, home, or other authorized point) and lodging is not required,	75% of the applicable M&IE rate (Standard CONUS or the locality rate for the new PDS OCONUS) for 1 day.
3	other full calendar days when lodging is required and the civilian employee is still en route,	the maximum rate for a stopover point at which lodging is obtained, plus the applicable M&IE rate (Standard CONUS or destination OCONUS).
4	other full calendar days when lodging is not required while the civilian employee is still en route,	The M&IE rate for the next official destination.
5	the day travel ends and lodging is required,	the lesser of the actual lodging cost incurred by the civilian employee or the applicable lodging rate plus 75% of the applicable M&IE rate (Standard CONUS or the locality rate for the new PDS OCONUS).
6	the day travel ends and lodging is not required,	75% of the M&IE rate (Standard CONUS or the locality rate for the new PDS OCONUS) for that day.

C. HHT, en Route Travel to the New PDS, RAT, and Separation Travel. The per diem rates for

PDT apply when computing per diem for HHT (Standard CONUS rate for the Lodging Plus method and locality rate for the lump sum method), en route travel to the new PDS, RAT, and separation. When computing en route travel per diem to a new PDS, the standard CONUS M&IE rate or M&IE locality rate OCONUS applies to the arrival day at the new PDS. Use [Table 5-75](#) when computing per diem for either of the following:

1. All en route travel to the actual residence for separation. The Standard CONUS M&IE rate is applicable on the arrival day at the actual residence.
2. En route travel to the new PDS that begins and ends on the same day and is more than 12 hours but less than 24 hours, whether or not for separation.

D. Per Diem for POV Travel Involving a Car Ferry

1. 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.
2. If lodging is required, then:
 - a. Reimbursement for required accommodations is authorized unless included in the ferry transportation cost.
 - b. 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.
 - c. 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.

053902. PCS Per Diem for Dependents

A civilian employee is authorized per diem for each dependent's actual travel between the old PDS and new PDS when the civilian employee is transferred, or for other travel in this Part, limited to the direct route between authorized points. Travel time for a dependent is determined under [par. 053807](#) in the same manner as for the civilian employee, not by the civilian employee's travel time or the amount of per diem paid for the civilian employee's PCS travel. No per diem is payable for travel of 12 or fewer hours.

Table 5-76. PCS Per Diem Rules for a Civilian Employee's Dependent		
	If...	Then...
1	the travel origin or destination is other than the old PDS or the new PDS,	per diem is limited to the amount authorized between the old PDS and new PDS.
2	a civilian employee or dependent obtains lodging from friends or relatives,	the civilian employee may be reimbursed for the additional lodging costs that the host incurs for the accommodation if the civilian employee can substantiate the costs and the AO determines the costs are reasonable.
3	meals are furnished without charge, or are part of the accommodations cost, aboard a commercial ship,	per diem is not authorized except on embarkation and debarkation days.

Table 5-76. PCS Per Diem Rules for a Civilian Employee's Dependent

If...		Then...
4	a dependent's transportation cost is limited to Government-procured air transportation,	per diem is limited to the amount authorized if the dependent had used Government-procured air transportation.
5	a civilian employee is a new appointee assigned to a first PDS,	per diem is not authorized for a dependent.
6	a civilian employee is assigned to a PDS OCONUS and is returning to the actual residence for separation,	
7	a civilian employee is assigned OCONUS in conjunction with RAT,	
8	transportation is authorized instead of per diem or AEA for a civilian employee while at a training location,	
9	a dependent travels to, from, or while at an en route TDY location,	
10	return travel for cases involving RAT is to a new PDS OCONUS in a different geographic locality from the old PDS,	dependent per diem (related to the PCS, not the RAT) must be computed on the basis of constructed travel time between the old PDS and new PDS.
11	a student dependent, in a foreign area, travels to and from school as specified in par. 053806 ,	per diem is authorized for required travel time by the authorized transportation mode at the same rates and percentages as for a civilian employee on a TDY, and no per diem is paid if travel is 12 or fewer hours.
*A civilian employee's TDY location is not a delay point for a dependent. No PCS allowances are authorized.		

Table 5-77. Per Diem Rates for Authorized Dependents Traveling on a PCS Order

Traveler		12 Years of Age* and Older	Less Than 12 Years of Age
1	Dependent Travels with the Civilian Employee	Per diem is calculated at 75% of the per diem the civilian employee receives for direct travel between the old PDS and new PDS.	Per diem is calculated at 50% for direct travel between the old PDS and new PDS, subject to the minimum per diem rate.
2	Dependent Other than Spouse or Domestic Partner Travels Separately from the Civilian Employee Using Different Routes or at Different Times**		
3	Spouse or Domestic Partner Travels Separately from the Civilian Employee Using Different Routes or at Different Times**	100% of what the civilian employee would have received.	
*The increase is effective on the 12th birthday. **When more than one POV is used, and a dependent travels in a POV along the same general route on the same day as the civilian employee, the dependent is considered to be accompanying the civilian employee. Note: Dependents are reimbursed under the lodging plus per diem calculations. See PDT Computation Example 22 and PDT Computation Example 33 for civilian employees.			

0540 HHT

An HHT consists of travel to the new PDS vicinity to locate permanent housing and return to the old PDS before traveling en route on a PCS order to the new PDS. An HHT is a discretionary allowance authorized on a case-by-case basis, when a civilian employee has accepted a permanent transfer, and the circumstances indicate the need. The AO, not the civilian employee, determines if an HHT is necessary. The HHT trip duration, including travel time, is limited to 10 days. If the HHT is authorized, it should lower the Government's relocation costs by reducing the time in temporary lodging. A civilian employee is in a travel status while performing HHT during the authorized absence period.

054001. Eligibility and Authorization for HHT

Table 5-78. Travelers Eligible for an HHT		
1	Authorized	a. A civilian employee. b. Civilian employee's spouse. c. Attendant or escort for civilian employee or spouse.
2	Not Authorized	a. A domestic partner. b. Civilian employee's or spouse's children. c. New appointee. d. New appointee's spouse. e. Student trainee on first duty station travel.

A. Eligibility. For a civilian employee to be authorized an HHT for PCS, both the old PDS and new PDS must be located within the CONUS or a non-foreign area OCONUS, and be 75 or more miles apart by a usually traveled surface route according to the Defense Table of Official Distances (DTOD). HHT may not be authorized for any of the following reasons:

1. To assist a civilian employee in deciding whether or not to accept a transfer.
2. Government housing, or other prearranged housing, will be assigned at the new PDS.
3. If the civilian employee is at a training location in [section 0326](#) and is authorized dependent or HHG transportation.

B. AO Considerations. The AO must determine whether the HHT will be reimbursed using the Lodging Plus method or a lump sum, the appropriate HHT duration, and the authorized transportation modes to and from the new PDS location, and for local travel while house hunting. An AO must minimize HHT allowances or not authorize them when other satisfactory and more economical alternatives are available. The DoD Component may avoid or shorten the HHT duration by providing assistance and information to a civilian employee concerning housing conditions and markets at the new PDS location. The AO must consider the following factors before authorizing HHT:

1. Arranging a Permanent Residence before a Move. If the civilian employee has a large family and must promptly vacate the residence at the old PDS, it might be less costly to the Government, as well as more convenient to the civilian employee, to complete arrangements for a new residence before the move actually takes place.
2. Arranging a Permanent Residence while in Temporary Lodging. If the civilian employee has no family or a small family, it might be less costly to allow the civilian employee and family to

remain in temporary lodging at the new PDS for a somewhat longer period than might otherwise be authorized, subject to TQSE limitations, until the civilian employee finds a permanent residence.

3. Avoiding an Advance Trip. If TQSE is authorized, an HHT may possibly be avoided. It might be more advantageous to the Government and the civilian employee for the civilian employee's dependents to remain at the former residence while the civilian employee occupies temporary lodging at the new PDS. During that time, he or she can select a permanent residence after becoming familiar with the new PDS area.

4. TDY at the New PDS. When a civilian employee is on a TDY and it is known that the TDY location will become the new PDS (before the permanent transfer is effective) an HHT should not be necessary.

054002. Separate Trips by Civilian Employee and Spouse

Separate HHTs by the civilian employee and spouse are allowed; however, the Government's overall cost is limited to the cost of one round trip for the civilian employee and spouse traveling together. Compare the cost of the civilian employee and his or her spouse traveling separately on an HHT to the cost of a single round-trip HHT that they could make together and reimburse the lesser. The Government's overall cost for comparison and computation purposes includes per diem, transportation costs, and other miscellaneous reimbursable expenses. Separate HHTs do not increase the 10-day limitation, regardless of the circumstances. AEA is not authorized for HHT. When a civilian employee's spouse travels independently on an HHT, the per diem rate for the spouse is computed the same as the civilian employee's using [par. 020309](#).

054003. Timing and Duration

An HHT may begin after the civilian employee signs a service agreement, the DoD Component establishes the reporting date to the new PDS, the DoD Component informs the civilian employee of the reporting date, and the travel order is issued. A civilian employee must complete a round-trip HHT 1 day before reporting to the new PDS. A spouse must complete a round-trip HHT 1 day before the family begins relocation to the new PDS, or by the time allowed for completing travel and transportation allowances runs out (see [par. 053712](#)). A funded HHT, including travel time, is limited to 10 calendar days.

054004. Transportation for an HHT

To receive reimbursement for HHT transportation expenses, a civilian employee must itemize the transportation expenses and have supporting receipts to submit with his or her travel claim.

A. Transportation to and from a New PDS Locality. When authorizing and approving a transportation mode, the objective is to minimize en route time and maximize new PDS time. POV transportation is to the Government's advantage when the distance to the new PDS is less than 250 miles. However, a traveler cannot be required to use a POV, so the AO may authorize an alternate transportation mode. When the distance to the new PDS is 250 or more miles, POV use is not to the Government's advantage. The AO may authorize or approve POV travel as to the Government's advantage when, and only when, a written cost comparison demonstrates a POV is cost-effective. If POV transportation is to the Government's advantage, the MALT rate applies. If the civilian employee travels by other than the authorized transportation mode, reimbursement is for the lesser of the actual transportation expenses or the authorized transportation cost. The civilian employee is authorized transportation expenses, including

transportation between carrier terminals.

B. Local Transportation. Reasonable expenses for local transportation at the new PDS are allowed. Local transportation by train, bus, other public transit systems, commercially rented automobile, or a POV at the MALT rate may be authorized. The local transportation mode must be consistent with the transportation mode authorized for travel to and from the PDS, for example, a rental car should not be authorized if POV transportation to the new PDS is authorized. Taxi reimbursement is limited to transportation between carrier terminals and lodging.

054005. Lodging and Per Diem

When a lump-sum reimbursement is offered to the civilian employee, the civilian employee may choose between the Lodging Plus method or the Lump Sum method for the HHT subsistence.

A. Lodging Plus. HHT subsistence expenses are ordinarily reimbursed under the Lodging Plus method. Compute per diem for one round trip for the civilian employee, spouse, or both, in accordance with [par. 053901](#). For a HHT in the CONUS, use the Standard CONUS per diem rate. For a HHT in non-foreign OCONUS, use the locality per diem rate ([CBCA 5091-RELO, March 22, 2016](#)). When the civilian employee and spouse travel together on an HHT, the per diem rate for the spouse is 75% of the civilian employee's per diem rate. A civilian employee paid per diem using the Lodging Plus method must itemize lodging expenses and retain lodging receipts.

B. Lump Sum. A DoD Component may offer to pay a lump sum for subsistence expenses. Once the civilian employee signs a service agreement and accepts the HHT (Lump Sum) offer, then HHT (Lump Sum) is irrevocable. A civilian employee paid for an HHT using the lump-sum method does not require itemization, receipts for payment, or a cost comparison. If the civilian employee and spouse both travel (together or separately) the lump-sum amount is calculated by multiplying 6.25 by the applicable locality per diem rate. However, if only one person (either the civilian employee or the spouse) travels, the lump-sum amount is calculated by multiplying five (5) by the applicable locality per diem rate. The lump-sum determined calculation applies to the entire trip, regardless of the number of days authorized for the HHT. Any balance from the HHT lump-sum payment that the civilian employee does not use for expenses belongs to the civilian employee and is not subject to repayment to the Government. The following are factors in determining whether to offer lump-sum reimbursement:

Table 5-79. Lodging and Per Diem Allowance for an HHT			
Computation Method		One Civilian Employee or Spouse	Civilian Employee and Spouse
1	Lodging Plus	Compute in accordance with par. 053901 . For a HHT in the CONUS, use the Standard CONUS per diem rate. For a HHT in non-foreign OCONUS, use the locality per diem rate.	The per diem rate for the spouse is 75% of the civilian employee's per diem rate when they travel together.
2	Lump Sum	Multiply 5 by the applicable locality per diem rate.	Multiply 6.25 by the applicable locality per diem rate whether both travel together or separately.

1. Ease of Administration. Per diem payment under the Lodging Plus method requires submission of a travel claim to review and validate lodging expenses for accuracy and reasonableness. A lump-sum reimbursement is easier to administer because an expense review is not required.

2. Cost. The AO must evaluate the cost of the Lump Sum and Lodging Plus options on a case-by-case basis. A single, universal decision for all PCS moves is not authorized. AEA may not be authorized or approved for an HHT.

054006. No Return to Old PDS

If an HHT is authorized under the Lodging Plus method, and the civilian employee reports for duty at the new PDS instead of returning to the old PDS, HHT subsistence for the days spent seeking permanent housing up to the day before reporting for duty at the new PDS is not payable. TQSE, if authorized, is payable instead of the HHT subsistence and the period cannot be greater than the number of days authorized for the HHT. The one-way transportation is PCS travel. Under these circumstances, a civilian employee is not in a duty status while house hunting.

054007. HHT Advance

An advance for HHT expenses may be paid if an HHT is offered and chosen under the Lodging Plus method. The advance is limited to the sum of the anticipated transportation costs and the maximum per diem allowable under the Lodging Plus method for the HHT location and duration. If a lump sum HHT is offered and chosen, the anticipated transportation costs may be advanced. The subsistence paid under HHT (lump sum) is a payment, not an advance.

054008. HHT and TQSE

If a civilian employee is paid or reimbursed for HHT days, and authorized TQSE (AE) is later claimed for more than 30 days, the actual number of HHT days paid or reimbursed on either a Lodging Plus or a lump-sum basis are deducted from the first authorized 30-day TQSE (AE) period. The number of days paid or reimbursed for an HHT are not deducted from TQSE (LS).

054009. HHT for Locations Impacted by Hurricanes Ian and Fiona

A. Authority. This section applies to employees relocating to locations in Florida, South Carolina, North Carolina and the Commonwealth of Puerto Rico impacted by Hurricanes Ian and Fiona. [FTR Bulletin 23-03](#) is the authority for this temporary change and provides effective dates. This authority expires 180 days from the respective effective dates, unless extended or rescinded by GSA.

B. Allowances. [Par. 054005](#), authorizes HHT using the the lump sum method. [FTR Bulletin 23-03](#) expands this methodology to allow the AO to authorize actual expenses for the reimbursement of subsistence expenses during HHT to impacted areas.

0541 MISCELLANEOUS EXPENSE ALLOWANCE (MEA)

Miscellaneous expenses are the various costs associated with PCS that are not covered by other PCS allowances in the JTR. An advance of MEA funds is not authorized. To receive MEA reimbursement, a civilian employee must submit a travel claim, certify that the old PDS residence has been discontinued, and certify that a new PDS residence has been established. If filing a supplemental claim for the difference between the “without dependent” MEA rate and “with dependent” MEA rate, the civilian employee must certify that the dependent has established a residence at the new PDS or other authorized location.

054101. Eligibility

A. Eligibility. To be eligible for an MEA, a PCS or TCS must be authorized or approved and the civilian employee must sign an appropriate service agreement. An MEA is payable when a civilian employee vacates a residence at the old PDS and establishes a new temporary or permanent residence at the new PDS.

B. Civilian Employees Ineligible for MEA. The following personnel are ineligible to receive an MEA:

1. A new appointee assigned to the first PDS to any position, including student trainee, Senior Executive Service (SES) and Presidential appointee.
2. A civilian employee or new appointee on first duty station travel to a foreign area duty location OCONUS is not authorized an MEA under the JTR, but may be authorized the MEA portion of the foreign transfer allowance under the DSSR.
3. A civilian employee performing RAT, unless a PCS is authorized or approved in conjunction with the RAT and the civilian employee has discontinued residence at one location and established a residence at a new location in connection with the PCS.
4. A civilian employee assigned to a PDS OCONUS returning to the actual residence for separation.
5. A civilian employee authorized transportation for dependents or HHG to or from a training location instead of per diem or AEA under [par. 032602](#).

054102. Civilian Employee with or without Dependent

A. Flat Payment MEA. The Flat Payment MEA amount, payable without receipts or itemized statements, depends on whether the civilian employee has a dependent. Both the minimum and maximum payments are based on the civilian employee's basic weekly gross pay, including locality pay, and are calculated based on the new PDS location.

Table 5-80. Flat Payment MEA Rules		
If...		Then...
1	a civilian employee has no dependent,	pay the lesser of \$650 or the equivalent of 1 week's basic gross pay.
2	a civilian employee has a dependent, and the dependent and HHG are not relocated,	
3	a civilian employee has a dependent, and the dependent returns early (see par. 053805) without relocating the household when the civilian employee returns and is authorized PCS allowances,	
4	a civilian employee has a dependent,	pay the lesser of \$1,300 or the equivalent of 2 weeks' basic gross pay.
5	a civilian employee has a dependent and the dependent moves from the residence at the old PDS to a different residence than the civilian employee's residence at the new PDS,	
6	a civilian employee has a dependent and the dependent returns early (see par. 053805), and subsequently leaves	

Table 5-80. Flat Payment MEA Rules		
If...		Then...
	a prior residence and establishes a new residence in connection with the civilian employee's PCS,	
7	a civilian employee has a dependent, and reports to the new PDS while the dependent remains at the old PDS, or other location, without leaving the old residence, and later relocates the dependent or HHG within 1 year and establishes a new residence,	the civilian employee is authorized the difference between the amount initially received and the amount allowed with a dependent, limited to the amount for a civilian employee without a dependent until they leave the old residence and establish a new residence.
8	there are two civilian employees in one household who discontinue the same residence at the old PDS and establish one residence at the new PDS*,	only one MEA is paid for two civilian employees at the "with dependent rate," which is the lesser of \$1,300 or the equivalent of 2 weeks' basic gross pay.
9	there are two civilian employees in one household and both incurred separate relocation costs, such as the cost of identification document changes, that do not include common expenses, such as the cost of connecting or disconnecting utilities,	each are authorized an MEA at the "without dependent rate" (the lesser of \$650 or the equivalent of 1 week's basic gross pay).
*Even if each civilian employee, without dependents, has a travel order and is traveling as a "civilian employee," as long as no separate relocation expenses are incurred by the civilian employees. Since an MEA is payable to only one civilian employee, the other civilian employee, for MEA purposes only, is considered a dependent relocating with the civilian employee.		

B. MEA above "Flat Rate". The AO may authorize or approve an MEA in excess of the flat-rate amount if the claim is justified by receipts of expenses incurred, and the total amount is limited to the civilian employee's basic gross pay, including locality pay, for 1 week, if the civilian employee has no dependent, or 2 weeks, if the civilian employee has a dependent who was relocated. The allowable amount is limited to the maximum rate (Step 10) of Grade GS-13, in [5 U.S.C. §5332](#). An MEA cannot be used for expenses in excess of the amounts reimbursed by any other allowances in the JTR or additional costs caused by the civilian employee shipping HHG that are more than the maximum weight allowance provided by law or the JTR. An MEA is not authorized for costs that are not allowed in the JTR, or costs more than the maximum or are reimbursed under other provisions provided by law or in the JTR. In no case may there be duplicate payments.

Table 5-81. Examples of MEA Reimbursable and Non-Reimbursable Costs		
1	Reimbursable	a. Disconnecting or connecting appliances, equipment, and utilities involved in relocation, and converting appliances for operation on available utilities. b. Non-refundable utility fees or deposits. c. Cutting and fitting rugs, draperies, and curtains moved from one residence to another. d. Reassembly, set up, and tuning of a piano moved for a relocation. e. Pet care, child care, or adult care for dependent parents or other adult dependents incapable of self-care at home while the civilian employee or spouse are away on an HHT, or are packing or unpacking. f. Losses on non-transferable or non-refundable contracts for medical, dental, food lockers, education enrollment, or private institutional care, such as those provided only for dependents with disabilities.

Table 5-81. Examples of MEA Reimbursable and Non-Reimbursable Costs

		g. Vehicle registration, driver's license, and taxes imposed for bringing vehicles into some jurisdictions, reinstalling a catalytic converter upon vehicle reentry into the CONUS or non-foreign area OCONUS for civilian employees participating in the DoD POV Import Control Program, securing a bond allowing a POV to be admitted into the CONUS or non-foreign area OCONUS for non-participants in the DoD POV Import Control Program. h. Rental car fees while awaiting a delayed POV shipment to or from OCONUS. Reimbursement shall not exceed 10 days and does not include the days after the POV is delivered or when a new POV is purchased at the location. i. Required removal or installation by host country law of automobile parts. j. Rental agent fees customarily charged for securing housing in foreign countries. k. Miscellaneous expenses connected with cancellation of a contract to purchase a house due to a transfer in the Government's interest. l. A post office box rental fee when rented to provide a constant mailing address between the time a civilian employee departs the old residence and occupies a residence at the new PDS. m. Cat and dog transportation and quarantine charges. See par. 054103 for additional details concerning pet transportation and quarantine. n. Immunization and testing. o. Similar costs.
2	Not Reimbursable	a. Purchasing appliances or equipment instead of conversion, the cost for replacing or repairing worn out or defective appliances or equipment, or electrical system upgrades to accommodate an appliance or equipment. b. Costs of purchasing clothing, appliances (including delivery cost) and equipment due to relocation. c. Costs due to altering, remodeling, or modernizing any structure to accommodate POVs, appliances, or equipment. d. Costs due to structural alteration. e. Expenses due to circumstances, factors, or actions that were not due to the move. f. Judgement, court costs, and similar expenses imposed because of civil action. g. Losses covered by insurance. h. Costs incurred for reasons of personal taste or preference and not required due to the move. i. Costs of newly purchased items, such as rugs or drapes. j. Damage to or loss of clothing, luggage, or other personal items while traveling to the new PDS. k. Additional insurance costs on HHG in transit to the new PDS, or cost of loss or damage to that property. l. Medical expenses due to illness or injuries of the civilian employee or a dependent while en route to the new PDS or while living in temporary quarters. m. Fines imposed for traffic infractions while en route to the new PDS or for other penalties imposed on the civilian employee or a dependent. n. Accident insurance premiums or liability costs incurred while traveling to the new PDS, or liability for uninsured damage caused by accidents for which the civilian employee or a dependent is responsible.

Table 5-81. Examples of MEA Reimbursable and Non-Reimbursable Costs

	o. Losses due to the sale or disposal of HHG items because they are not convenient or practicable to move. p. Losses or costs due to selling or buying homes and personal property. q. Higher income, real estate, sales, or other taxes due to establishing a residence in the new locality.
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054103. Pet Quarantine and Transportation

This paragraph clarifies pet quarantine reimbursement and transportation for PCS moves by a civilian employee. A civilian employee transporting an exotic pet is required by law to have a U.S. Fish and Wildlife Service (FWS) certification before transporting the pet to or from foreign locations, and should contact the FWS before transporting the pet.

A. Reimbursable Pet Expenses. Cat and dog transportation and quarantine charges are not a separately reimbursable expense but may be claimed as MEA, only when claiming actual expenses for MEA.

B. Non-reimbursable Pet Expenses. Non-transportation and handling pet-related expenses are not reimbursable. See the DTMO website for details on these expenses. When a traveler does not use a City Pair Program airfare because a pet cannot travel on the same aircraft, the Government is not financially responsible for costs greater than the most economical travel routing. Transportation of other animals, such as horses, fish, birds, and various rodents, are excluded due to their size, exotic nature, or restriction on shipping, host-country restrictions, and special handling difficulties.

0542 TEMPORARY QUARTERS SUBSISTENCE EXPENSE (TQSE)

TQSE is a discretionary, not mandatory, allowance unless a civilian employee returns from a foreign area through the DoD Priority Placement Program (PPP). The civilian employee may be authorized TQSE for a TCS. TQSE may be authorized in addition to COLA payable under the DSSR ([5 U.S.C. §5941](#)) and any BAH, OHA, or Basic Allowance for Subsistence paid to a Uniformed Services member who is the spouse or domestic partner of a civilian employee authorized PCS expenses and allowances. TQSE may also be paid in addition to Temporary Lodging Allowance (see [DoD Financial Management Regulation, Vol. 7A](#)), or TLE (see [section 0505](#)) as long as payments cover different expenses. Duplication of allowances is not authorized. TQSE is not paid when the civilian employee is receiving other subsistence expense allowances ([FTR §302-6.16](#)). Subsistence expenses are the expenses for lodging, food, and other necessities incurred while occupying temporary lodging for a PCS move.

054201. TQSE Types

The two types of TQSE allowances are Actual Expense Reimbursement (TQSE (AE)) and Lump Sum Payment (TQSE (LS)). The two types of TQSE are defined in [Table 5-82](#). The AO determines whether to change the TQSE payment method before any part of the travel order (including the HHT) has been executed, if requested, by the civilian employee. Once the civilian employee chooses a TQSE method, the selection may not be changed if the travel order (including the HHT) has been executed, unless an exception is warranted based on clerical error. An exception is allowed if all of the facts and circumstances support that a provision was intended and was omitted in error when preparing the order ([GSBCA 16437-RELO, September 22, 2004](#)). After the AO determines that TQSE is necessary, TQSE

(AE) cannot be denied because the civilian employee does not want TQSE (LS).

Table 5-82. TQSE Type		
	Type of Expense	Definition
1	Actual Expense Reimbursement (TQSE (AE))	Reimbursement based on actual expenses.
2	Lump Sum Payment (TQSE (LS))	Flat amount based on the number of days authorized.

054202. Eligibility

The AO, not the civilian employee, determines if TQSE is necessary. An AO should deny TQSE when temporary lodging is not justified. When temporary lodging is justified, an AO authorizes only a necessary TQSE period if the civilian employee or spouse makes an HHT or if a previous assignment at the new PDS enables the civilian employee to make arrangements for adequate, permanent private-sector housing. TQSE must be authorized before temporary lodging is occupied and may not be approved after the fact for any days that have passed before TQSE is initially authorized, but the AO may approve extensions. TQSE must start no later than 1 year after the civilian employee's effective date of transfer, unless that time is extended as in [par. 053712](#).

Table 5-83. Eligibility Criteria for TQSE Authorization		
1	Authorized Only If...	a. A PCS is authorized to a new PDS located in the CONUS or in a non-foreign area OCONUS. b. The old PDS can be anywhere in the world. c. The old PDS and new PDS are 50 or more miles apart, according to map distances along a usually traveled surface route. d. Temporary lodging is occupied for a PCS transfer. e. The civilian employee signs an appropriate service agreement. f. The temporary lodging location is within reasonable proximity of the old PDS or new PDS unless the AO is convinced that the circumstances are unique to the individual civilian employee or dependent, are reasonably related to the transfer, have been adequately reviewed, and justify TQSE payment.
2	Not Authorized For...	a. Vacation purposes or other reasons unrelated to the PCS. b. A civilian employee transferred to a foreign PDS. c. A civilian employee who occupies temporary lodging for an evacuation or other reason unrelated to a PCS. d. A new appointee assigned to a first PDS. e. A civilian employee assigned to a PDS OCONUS returning to the actual residence for separation. f. A civilian employee authorized or approved dependent or HHG transportation to or from a training location instead of per diem or AEA while at the training location in par. 032602. g. A civilian employee occupying permanent private-sector housing (with rental furniture) while HHG is en route. h. A civilian employee performing RAT, except when return is to a different non-foreign PDS OCONUS.

054203. Temporary Lodging

Temporary lodging is private-sector lodging occupied temporarily at the old PDS or new PDS after a PCS is authorized. A permanent residence is considered vacated and temporary for TQSE purposes when

the HHG has been packed for moving and are unavailable to the residents.

A. Permanent Housing Cannot Be Occupied. Lodging occupied temporarily is temporary lodging when the civilian employee has arranged permanent housing and lodges in temporary quarters within the allowable time limit because the permanent housing cannot be occupied due to one of the following reasons.

1. It remains occupied by the present tenant.
2. It requires repairs or alternations that have not been completed.
3. It is under construction and the expected completion date for the construction is within the TQSE time limit allowed in the travel order.

Note: TQSE authority for a civilian employee beyond that needed to seek an available private-sector residence is inappropriate if the civilian employee chooses to have a house built when there is an existing inventory of affordable housing.

B. Temporary Lodging Becomes Permanent. The AO may determine the lodging that the civilian employee initially occupied and later became a civilian employee's permanent housing was "temporary lodging" for a specific time period. The AO should consider lease duration, HHG movement into the lodging, lodging type, expressions of intent, attempts to secure permanent private-sector housing, and how long the civilian employee occupied the lodging.

054204. Civilian Employee Returning from Foreign Area through the DoD Priority Placement Program (PPP)

The gaining activity pays the TQSE allowance when a civilian employee returning from an assignment in a foreign area is placed through the PPP. For such moves, the TQSE is a non-discretionary allowance and the gaining activity must authorize and pay it when the civilian employee meets the eligibility requirements for a move due to a RIF or transfer of function. TQSE for PPP is authorized according to the procedures in this paragraph, subject to the following limitations:

- A. TQSE (AE). TQSE(AE) is authorized in accordance with paragraph [054206-A](#).
- B. TQSE (LS). The AO, not the civilian employee, determines if TQSE (LS) is offered. If the AO offers and the civilian employee accepts TQSE (LS), it must be authorized for 30 days. TQSE (LS) is limited to 30 days, with no extensions under any circumstances.

054205. Temporary Quarters Subsistence Allowance (TQSA)

TQSA assists in covering the cost of temporary lodging, plus reasonable meal and laundry expenses, incurred at a new foreign PDS OCONUS (see the DSSR).

A. Applicable Payments OCONUS. When TQSA is paid based in a foreign country, TQSE may not be paid for that location, but may be paid for the new location in the CONUS or non-foreign PDS OCONUS. TQSA cannot be paid in the CONUS or any non-foreign PDS OCONUS. TQSA and TQSE cannot be paid for the same period. TQSA paid on behalf of a dependent in a foreign country must not extend beyond the date preceding the civilian employee's arrival date at the new PDS in the CONUS or non-foreign area OCONUS (see [DSSR §124.2](#)) unless a DoD Component determines that compelling

reasons exist that would justify the extension of TQSA beyond the initial termination date.

B. Transferring to the CONUS or Non-foreign Area OCONUS. A civilian employee transferring from a foreign area PDS to a PDS in the CONUS or non-foreign PDS OCONUS may be authorized TQSE but not the Home Service Transfer Allowance (see [DSSR Section 252.6](#)).

054206. TQSE (AE) Option

TQSE (AE) is based on the Standard CONUS per diem rate for temporary lodging occupied in any locality in the CONUS. For a PDS OCONUS, TQSE (AE) is based on the PDS locality per diem rate. The PDS locality per diem rate is used, not the per diem rate for the location of the temporary lodging OCONUS. AEA may not be authorized or approved for TQSE (AE). The AO, not the civilian employee, determines if TQSE (AE) is necessary and the time period authorized on a case-by-case basis. TQSE (AE) reimbursement is for the lesser of the actual allowable expenses incurred for each day of the authorized period or the maximum allowable amount payable for that same eligibility period. TQSE (AE) expenses are those directly related to temporary lodging occupancy within the TQSE eligibility period, and are reasonable and substantiated. The AO may deny reimbursement of any claimed TQSE expenses that appear to be unreasonable if the traveler cannot justify the expenses with supporting documentation. Under no circumstances may TQSE (AE) be paid for more than a total of 120 days.

Table 5-84. TQSE (AE) Allowable and Non-Allowable Expenses

1	Allowed	a. Fees and tips for meals and lodging. b. Meals and groceries. c. Laundry. d. Cleaning and pressing of clothing. e. Temporary lodging, including lodging taxes or, if temporary lodging is located in a foreign area, the cost of a value-added tax (VAT) relief certificate if the certificate is used to avoid paying the lodging tax. f. The cost of moving HHG to the temporary lodging and removing HHG from SIT for the sole purpose of furnishing the temporary lodging. This HHG moving cost is a TQSE expense and not an HHG expense. g. The cost of moving the HHG from the temporary lodging to permanent private sector housing.
2	Not Allowed	a. Local transportation expenses. b. Expenses above the maximum authorized.

A. Time Limitations

1. Initial TQSE (AE) Period. TQSE (AE) may be authorized for 60 or fewer consecutive days, but *only* for the time that temporary lodging is required.

2. Additional TQSE (AE) Period. If a civilian employee provides acceptable written justification and documentation, an AO may authorize or approve TQSE (AE) for an additional 60 or fewer consecutive days to total no more than 120 days, including the initial TQSE (AE). TQSE (AE)-period extensions are not automatic and must be held to a minimum. The AO may authorize extensions only if he or she determines there are compelling reasons for the continued temporary lodging occupancy due to circumstances beyond the civilian employee's control. The civilian employee's written justification describing the circumstances beyond his or her control and the AO's documentation supporting the approval or denial of the requested extension must be retained. Acceptable circumstances include, but not limited to, any of the following:

a. Delayed HHG transportation or delivery to the new permanent private-sector housing due to extended transit time for ocean transportation, strikes, customs clearance, hazardous weather, fires, floods, or other Acts of God.

b. Delayed occupancy of new permanent private-sector housing due to unanticipated problems such as unforeseen delays in permanent-housing settlement or closing, or unforeseen short-term delays in new-dwelling construction.

c. Inability to locate permanent private-sector housing adequate for family needs due to housing conditions at the new PDS.

d. Sudden illness, injury, or death of the civilian employee or of an immediate family member.

B. Occupancy Time Frames. The occupancy period for temporary lodging runs concurrently for the civilian employee and all dependents. The civilian employee may occupy temporary lodging at one location while a dependent occupies temporary lodging at another location. If a civilian employee moves HHG into temporary lodging occupied initially at a new PDS and continues occupancy indefinitely, the temporary lodging is considered “permanent private-sector housing” starting on the date the HHG is delivered. However, the AO may determine it is still “temporary lodging” after considering lease duration, HHG movement into the lodging, lodging type, expressions of intent, attempts to secure permanent private-sector housing, and how long the civilian employee occupied the lodging.

1. Starting Occupancy. Temporary lodging occupancy may start as soon as the civilian employee has signed a service agreement and TQSE allowances have been authorized in a PCS order. TQSE must begin within 1 year after the civilian employee’s effective date of transfer, unless that time is extended in [par. 053712](#).

2. Occupancy Interruptions

a. Once TQSE (AE) begins, the period continuously runs uninterrupted until the civilian employee or any dependent occupies permanent lodging or the authorized time period ends. Events that interrupt the TQSE (AE) continuous period are:

- (1) Actual travel time for travel between the old PDS and new PDS.
- (2) Necessary official duties, such as an intervening TDY or military duty.
- (3) Non-official necessary interruptions, such as hospitalization.
- (4) Approved sick leave but not annual leave.

b. Other reasons beyond the civilian employee’s control interrupt the continuous period if acceptable to the AO.

c. When official travel interrupts occupancy of temporary lodging, the actual time en route, limited to the authorized allowable travel time, is excluded from the eligibility period, which resumes when temporary lodging is reoccupied. The time period continues to run if a dependent occupies temporary lodging at the civilian employee’s new PDS, or another location, during the civilian employee’s TDY or military duty training assignment. When a civilian employee retains temporary lodging while on a TDY, the cost is reimbursed as part of the TQSE (AE) allowance (in addition to per

diem received for the TDY) if the AO determines that the civilian employee acted reasonably in retaining the temporary lodging.

d. The absence period is excluded from the number of days authorized for occupying temporary lodging. The civilian employee is eligible for TQSE (AE) when he or she resumes occupying temporary lodging at the new PDS. TQSE eligibility continues for the remainder of the authorized time, if necessary.

3. Ending Occupancy. Temporary lodging occupancy ends when the civilian employee or a dependent occupies permanent private-sector housing or the authorized time period expires, whichever occurs first.

C. Receipts and Supporting Statement. Receipts and a written supporting statement must accompany a TQSE (AE) claim. Use DD Form 2912, "Claim for Temporary Quarters Subsistence Expense (TQSE)," to document TQSE expenses for reimbursement. Actual expenses must be itemized in a manner that permits a review of amounts spent daily for lodging, meals, and other allowable subsistence expenses.

1. Receipts. Receipts are required for lodging costs paid and must show the location, dates, and who occupied the lodging. Any single expense of \$75 or more requires a receipt, including a single meal expense.

2. Supporting Statement. The supporting statement must include:

a. The actual cost of each meal, the day and date on which each meal was consumed, where it was purchased (restaurant or grocery store), and who consumed it.

b. Travel status and temporary lodging occupancy (for subsistence expense purposes) that occur the same day, the date, and the arrival and departure times at the temporary lodging location.

c. The date that permanent private-sector housing occupancy starts or the date that HHG is moved into permanent private-sector housing.

d. The amount of lodging paid for each day.

D. Conditions Affecting Reimbursement

1. Partial Days of TQSE (AE). Temporary lodging occupancy for less than a whole calendar day is the same as 1 full calendar day for TQSE (AE) reimbursement.

2. En Route Travel. Reimbursement may not be paid under both TQSE (AE) and another subsistence expense allowance within the same calendar day, unless TQSE (AE) is claimed on the same day that en route travel per diem ends. In this case, compute en route travel per diem under applicable partial-day rules and claim TQSE (AE) reimbursement for expenses incurred after 1800 (6 p.m.) on that day. [Par. 054205](#) explains limitations on duplication of allowances.

3. Temporary Lodging Occupancy in All Other Cases. The TQSE (AE) period starts at 0001 of the calendar day that TQSE (AE) reimbursement is claimed, provided temporary lodging is occupied during that calendar day.

4. TQSE (AE) Period Termination. The temporary lodging period ends at 2400 on the last

day of eligibility.

5. Meal Preparation in Temporary Lodging. If the temporary lodging has meal-preparation facilities available and those facilities are used, the cost for groceries consumed on a daily basis is allowable. Claims must show the total amount for each daily meal.

6. Lodging with a Friend or Relative. When an official traveler lodges with a friend or relative the official traveler may be reimbursed for the additional lodging costs the host incurs while accommodating the traveler, if the traveler can substantiate the costs and the AO determines the costs are reasonable. The traveler may not be reimbursed the cost of comparable conventional lodging in the area or a lump sum. A traveler who lodges with a friend or relative is authorized the appropriate M&IE rate, if otherwise eligible.

7. Allowable Expenses when an Apartment, House, Mobile Home or Recreational Vehicle Is Rented or Used for Lodging

a. When a civilian employee on PCS at the old or new PDS rents commercial or private lodging, a furnished or unfurnished apartment, house, mobile home, or recreational vehicle for use as lodging, TQSE (AE) lodging expenses are computed according to [par. 020303](#). Any lodging, apartment, house, or mobile home that is already or will become the PDS permanent residence cannot also be used as a temporary residence.

b. To calculate the reimbursement amount, determine the daily TQSE (AE) lodging rate and prorate the total allowable expenses used by the number of TQSE (AE) days used then compare the actual daily TQSE (AE) lodging amount against the Standard CONUS daily lodging rate and pay the lesser amount.

8. Reimbursement Limitation when Purchasing a Mobile Home. TQSE (AE) expenses are limited to the temporary expenses listed in [par. 020303](#) when a mobile home is purchased as a temporary residence and used while seeking a primary residence at the new PDS other than the mobile home being used as temporary lodging. Real estate expenses, such as mortgage or interest fees, are not authorized. If the civilian employee's primary residence is already or will become the home used as a temporary residence, TQSE is not authorized.

9. HHT Deduction

a. If a civilian employee is paid or reimbursed for HHT days and authorized TQSE (AE) is subsequently claimed for more than 30 days, the actual number of HHT days paid or reimbursed, whether on a Lodging Plus or lump sum basis, are deducted from the first 30-day TQSE (AE) period authorized, limited to 10 days. When HHT (Lump Sum) is paid, 5 days are subtracted from TQSE (AE) if one person travels on the HHT. Subtract 6 days from TQSE (AE) if more than one person travels on the HHT (Lump Sum). If an HHT was originally authorized for more than the number of days used, subtract the actual number of HHT days used. The number of days authorized for TQSE (AE) is reduced for the entire family when the civilian employee, the spouse, or both make an HHT. There is no deduction from the number of days authorized for TQSE (LS) for the number of days paid under HHT (Lump Sum) or reimbursed under HHT (Lodging Plus Method) for an HHT, and TQSE (LS) is paid for the number of days authorized, *not* the number of days temporary lodging was occupied.

b. To illustrate the deduction of an HHT from TQSE(AE), one example is provided below. Additional examples are on the [DTMO website](#).

(1) Scenario - TQSE(AE) with HHT Lodging Plus Deduction. A civilian employee is authorized and used 60 days of TQSE(AE) in the CONUS. The civilian employee used and was reimbursed 9 days for an HHT using the Lodging Plus method.

(2) Computation

(a) TQSE(AE) was authorized and claimed for more than 30 days. Deduct the 9 days used on the HHT from the first 30 day period of TQSE(AE). The civilian employee is reimbursed expenses for the first 21 days at the amounts he or she actually spent for each day, limited to the applicable daily percentage of the Standard CONUS rate for the first 30-day period. The civilian employee must itemize the expenses actually incurred on each day.

(b) The civilian employee is reimbursed expenses for the next 30 days at the amounts he or she actually spent, limited to the applicable reduced percentage of the Standard CONUS rate for the second and subsequent 30-day periods.

(3) The first 21 days of the TQSE(AE) are paid at the higher percentage rate of the Standard CONUS rate. The remaining 30 days are paid at the reduced percentage of the Standard CONUS rate. Although 60 days of TQSE(AE) were authorized and used, the civilian employee is actually paid for 51 days. The difference is the 9 days of HHT that were deducted from the initial 30-day period.

10. Per Diem Rates. While in the CONUS, use the Standard CONUS per diem rate. If OCONUS, both non-foreign and foreign areas OCONUS, use the PDS locality per diem rate, not the lodging location, in effect on the days temporary lodging is occupied.

Table 5-85. Per Diem Daily Rate for TQSE (AE)		
First 30 days		
	If...	Then the daily rate is limited to...
1	a civilian employee is in TQSE (AE),	the maximum per diem rate.
2	an unaccompanied spouse or unaccompanied domestic partner occupies temporary lodging in a location separate from the civilian employee's location,	
3	a spouse or domestic partner accompanies a civilian employee in TQSE (AE),	75% of the daily maximum per diem rate.
4	a dependent other than a spouse or domestic partner is age 12 or older,	
5	a dependent is under age 12,	50% of the daily maximum per diem rate.
Second 30 days		
6	a civilian employee, unaccompanied spouse, or unaccompanied domestic partner occupies temporary lodging in a location separate from the civilian employee's location,	75% of the daily maximum per diem rate.
7	a spouse or domestic partner accompanies a civilian employee,	50% of the daily maximum per diem rate.
8	a dependent, other than a spouse or domestic partner, is age 12 or older,	
9	a dependent is under age 12,	40% of the daily maximum per diem rate.

E. TQSE After the First 60 Days. When the AO authorizes a time extension in TQSE (AE) for temporary lodging occupancy beyond the first 60 days, the additional days must be computed at the same rates allowed for the second 30-day period in [Table 5-85](#).

F. Denying Reimbursement. The AO may deny reimbursement of any claimed TQSE lodging or meal expenses that appear to be unreasonable if the traveler cannot justify the expenses when TQSE (AE) is being paid. The lack of adequate documentation for the questionable TQSE period does not prohibit reimbursement for the remaining TQSE days nor does the Tainted Day rule apply. The Tainted Day rule applies only when there is reasonable suspicion of fraud supported by evidence sufficient to overcome the usual presumption of honesty and fair dealing by the civilian employee. The Tainted Day rule would void the TQSE (AE) claim in its entirety when any authorized TQSE day is tainted for fraudulent expenses.

054207. TQSE (AE) Advance

A TQSE (AE) advance may be paid to cover the estimated expenses for up to 30 days. The DoD Component may subsequently pay additional travel advances for periods up to 30 days, limited to the maximum TQSE (AE) period.

054208. TQSE (LS) Option

TQSE (LS) is a fixed-payment amount that is based on the locality per diem rate at either the old PDS or new PDS. The applicable per diem rate is the rate prescribed for the locality and season when the civilian employee occupies temporary lodging. If new per diem rates are prescribed for a locality after an offer, but before travel, the AO must use the rates that were in effect when the civilian employee accepted the TQSE (LS) offer. See [Temporary Quarters Subsistence Expense Lump Sum \(TQSE\(LS\)\) Computation](#) for examples of how to calculate a TQSE (LS) payment amount. The AO, not the civilian employee, determines if TQSE (LS) instead of TQSE (AE) is offered and the number of days necessary, limited to 30 days.

A. AO Considerations. The following factors must be considered before authorizing TQSE (LS):

1. Ease of Administration. TQSE (LS) does not require the review of claims, receipts, and supporting statements for the validity, accuracy, and reasonableness of each expense amount because receipts and supporting statements are not required. The civilian employee is paid before the occupancy of temporary lodging, eliminating the after-the-fact voucher process.

2. Cost. The AO should compare the cost of TQSE (LS) to the cost of TQSE (AE).

3. Civilian Employee Choice. If the AO offers a civilian employee the TQSE (LS) option, the civilian employee must choose between it and TQSE (AE) and the travel order must document that decision. The TQSE (LS) option is only an offer and the civilian employee is not obligated to accept it. A civilian employee may decline the TQSE (LS) offer and choose to be reimbursed by TQSE (AE).

Note: If the AO inadvertently fails to offer a civilian employee TQSE (LS) and the civilian employee's PCS travel order reflects TQSE as authorized, but does not clearly reflect the TQSE (AE) method, the Service or Agency may correct the civilian employee's PCS order to permit the TQSE (LS) option if the civilian employee requests.

B. Payment Limitations

1. Temporary lodging must be occupied for TQSE (LS) to be paid.
2. The civilian employee must sign a statement, which must be included as part of the service agreement, asserting that he or she will occupy temporary lodging and incur TQSE expenses. If temporary lodging is not occupied and no expense was incurred, the civilian employee must return the TQSE (LS) payment.
3. The number of days offered for TQSE (LS) is prospective and must be established in advance. TQSE (LS) cannot be authorized for more than 30 days under any circumstances.
4. Once TQSE (LS) is selected, the civilian employee may not be paid any additional TQSE if the TQSE (LS) is inadequate to cover temporary living expenses. The fixed-payment amount does not change for any revised PDS per diem rates effective after the date the civilian employee accepts the offer.
5. Although receipts and supporting documentation are not required for TQSE (LS) payment, the civilian employee should retain lodging receipts or other proof that temporary lodging was occupied for at least 1 night in case the AO requests proof. Without sufficient proof, the Service or Agency may require TQSE (LS) repayment.
6. If the TQSE (LS) is greater than the amount necessary to cover the civilian employee's TQSE expenses, any balance belongs to the civilian employee as long as temporary lodging was occupied, even if the lodging was occupied for fewer days than authorized.

C. Time Limitation. The Service or Agency cannot impose limitations on the TQSE (LS) start date.

D. Erroneous Advice. Erroneous advice provided by Government officials is not a basis for reimbursement. A civilian employee may not be paid for additional days beyond those originally authorized, even if he or she erroneously inferred or was told that TQSE (LS) would continue beyond 30 days.

E. Computation Rules

1. HHT. The number of days paid or reimbursed for an HHT are not deducted from TQSE (LS).
2. Number of People. TQSE (LS) payment is based on the civilian employee and number of dependents actually moving to the new PDS, not those who actually occupy the temporary lodging. If payment was initially made for more dependents than actually move to the new PDS, then the civilian employee must pay back the TQSE (LS) paid for any dependent who did not move.
3. Per Diem Rate. The per diem rate used for TQSE (LS) payment is the maximum locality per diem rate at either the old or new PDS, whether in the CONUS or OCONUS (see [par. 054207](#)).
4. Computation. [Table 5-86](#) specifies the steps for determining TQSE (LS).

Table 5-86. Computations for Determining TQSE (LS) Amount		
1	Civilian Employee	Multiply the locality per diem rate by 75% to compute the daily rate. Then, multiply the daily rate by the number of days authorized.
2	Dependent	Multiply the maximum per diem rate by 25% to compute the daily rate. Then, multiply the daily amount by the number of days authorized.
3	Total payment TQSE(LS) = Payment total for civilian employee + Payment total for dependents	

054209. TQSE (AE) for Locations Impacted by Hurricanes Ian and Fiona

A. Authority. This section applies to employees relocating to locations in Florida, South Carolina, North Carolina, and the Commonwealth of Puerto Rico impacted by Hurricanes Ian and Fiona. [FTR Bulletin 23-03](#) is the authority for this temporary change and provides effective dates. This authority expires 180 days from the respective effective dates, unless extended or rescinded by GSA.

B. Allowances.

1. [Par. 054202](#), Table 5-83, which requires that temporary quarters be in reasonable proximity to the old or new official station, is waived for employees relocating to impacted areas.

2. [Par. 054206](#), provides that TSQE (AE) is paid using the standard CONUS rate. [FTR Bulletin 23-03](#) provides that the AO may authorize TQSE (AE) at the applicable locality per diem rate or authorize actual expense allowance for TQSE within the impacted areas.

3. The maximum limit of 120 consecutive days for TQSE (AE) is not waived, nor does the bulletin change the lump sum allowance.

0543 HHG TRANSPORTATION AND STORAGE

HHG transportation is authorized from the old PDS or the actual residence, as applicable, to the new PDS, or other authorized location. There are two types of HHG transportation methods: the Government arranges for HHG transportation and where the civilian employee arranges the transportation. If a Government move is authorized, but the civilian employee chooses to move him or herself, then the Government reimburses only the actual expenses, limited to what it would have cost the Government to ship the HHG. If the civilian employee is authorized to arrange his or her own transportation, reimbursement is based on the GSA [Commuted Rate Table](#), regardless of the actual cost of the move. A civilian employee may receive an advance for HHG transportation and SIT when authorized under the commuted rate method ([FTR §302-7](#)). An advance is not authorized for NTS of HHG ([FTR §302-8](#)).

054301. Eligibility

A. Eligibility. The following types of civilian employees are eligible for HHG transportation and SIT at Government expense when relocation is in the Government's interest:

1. A civilian employee transferred between official duty locations in the CONUS or OCONUS.
2. A new appointee to the first official location in the CONUS or OCONUS.
3. A civilian employee returning to the CONUS for separation from an assignment

OCONUS after completion of an agreed upon period of service.

4. An SES civilian employee authorized last move home benefits ([FTR §302-3](#)).
5. A civilian employee authorized a TCS.

B. Origin and Destination. HHG may be transported when:

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

054302. Documentation ([FTR §302-7](#))

See the [DoD Financial Management Regulation, Vol. 9](#) (Travel Policy), for information on submitting travel vouchers, the forms to be used, and the number of copies required. A civilian employee should attach one or more copies of the PCS order and other documents required by financial regulations to the voucher, including:

- A. Individual paid receipts for \$75 or more for SIT, packing, hauling, or drayage bill, if applicable.
- B. The paid carrier's original or certified copy of the bill of lading. If a bill of lading is not available, the civilian employee must submit other evidence showing the origin, destination, and weight.
- C. An official weight certificate or authenticated weight designation. The civilian employee may use constructed weight when proper weighing facilities are not available or if the partial load weight cannot be obtained at origin, en route, or at the destination.

054303. Civilian Employee with a Civilian Employee or Service Member Spouse or Domestic Partner

A civilian employee whose spouse or domestic partner is another civilian employee or a Service member retains HHG transportation and storage allowances if a PCS order is issued to the civilian employee (even if the spouse or domestic partner may also have a PCS order). They may not both be paid or reimbursed for shipping the same HHG, but may use the combined weight allowances to offset any excess weight incurred providing the HHG belongs to the civilian employee and his or her spouse or domestic partner.

054304. HHG Weight Allowances ([FTR §302-7](#))

The worldwide maximum weight of HHG that may be transported, including any HHG stored for that transportation, is 18,000 pounds net weight for each civilian employee. For uncrated or van line shipments, a 2,000-pound allowance is added to the maximum weight allowance to cover packing

materials. Under no circumstances may the Government pay any expenses associated with excess weight.

Table 5-87. Allowed Transportation of HHG and PBP&E		
If...		Then...
1	a civilian employee is transferred between official locations and authorized HHG shipment,	a total of 18,000 pounds net weight is authorized unless otherwise specified in the JTR. See par. 054202 for origin and destination shipping points.
2	a civilian employee is transferred between official locations,	add an allowance of up to 2,000 pounds to the maximum weight for the packing weight, covering barrels, boxes, cartons, and similar material. This does not include pads, chains, dollies, and other equipment to load and secure the shipment.
3	a civilian employee is a new appointee,	transportation of HHG and PBP&E from the actual residence to new official location, including to location of extended storage if authorized.
4	a civilian employee is returning from an assignment outside the continental United States for separation from Government service,	transportation of HHG and PBP&E from the last official location and extended storage location, when authorized, to the actual residence is authorized.
5	a civilian employee is authorized separation travel at Government expense to his or her actual residence, but is retiring at the official location OCONUS or an alternate location,	transportation of HHG and PBP&E from any location, including the actual residence and extended storage location, to any other location, including the official location OCONUS is authorized. Costs are limited to the constructed transportation cost from the official location and extended storage location to the actual residence.
6	the civilian employee is an SES with last move home benefits,	transportation of HHG and PBP&E from the last official location and extended storage location, when authorized, to the place of selection is authorized.
7	a civilian employee transfers to an administratively weight-restricted location OCONUS and Government furnishings are provided,	an allowance of up to: - a total of 4,500 pounds of HHG net weight, including the weight of unaccompanied baggage, is authorized unless otherwise specified in the JTR. 500 lbs. is added to the 4,500 lbs. net weight for packing weight, covering barrels, boxes, cartons, and similar material (not pads, chains, dollies and other equipment) to load and secure the shipment.

A. Administrative Weight Limitation. Although the Government often provides furnishings at a location OCONUS, a civilian employee who transfers from a weight-restricted PDS OCONUS to a PDS that *does not* provide Government furnishings may be authorized HHG transportation from the old PDS, storage, or the designated place to the new PDS. The total HHG transported must not exceed the authorized weight limit for the new PDS. Only the authorized weight allowance shipped to the location OCONUS may be returned to the CONUS upon the duty-tour completion unless Service or Agency regulations provide an exception. An order permitting the State Department administrative HHG weight limit of 7,200 pounds does not apply unless the civilian employee is assigned to the National Security Agency and is authorized Department of State allowances by the National Security Act of 1959 ([50 U.S.C. §3601-§3618](#)) if implemented in National Security Agency regulations. Only 4,500 pounds net weight may be transported at Government expense subject to the provisions of the Administrative HHG Weight Allowance and the following exceptions:

1. HHG Shipped Before Administrative Weight Restriction Effective Date. The restricted weight allowance does not apply retroactively to HHG shipped to a location OCONUS before the effective date that an administrative weight limitation was imposed on that location.

2. Government Furnishings Unavailable. When Government furnishings are unavailable at the location OCONUS, an amount equal to the weight of personal furnishings required instead of the unavailable Government furnishings is added to the 4,500 pounds net weight.

3. Government Furnishings Returned or Unserviceable. If all Government furnishings are required to be returned to the Government or the Government furnishings become unserviceable and are not replaced, transportation of 18,000 pounds net weight of HHG, less the HHG weight previously shipped, is authorized from storage or a designated place to the current PDS.

4. Weight Allowance Increase at Civilian Employee Request. An AO or designee may increase the restricted HHG weight allowance if requested to do so by the civilian employee. The increase must not be greater than 18,000 pounds net weight, with HHG previously shipped or continued in storage counting against the increased weight allowance. One of the following conditions must apply:

a. The civilian employee is assigned consecutive full-tour assignments to administratively weight-restricted areas.

b. The civilian employee is on a tour of duty that is extended 1 year or longer within the same administratively weight-restricted area.

c. Upon departure from an administratively weight-restricted area if the civilian employee acquired additional furnishings through marriage after he or she relocated to the administratively weight-restricted area.

d. Undue hardship to the civilian employee would result if the full administrative weight restriction was imposed.

5. Non-foreign Area OCONUS. When a weight restriction is imposed for HHG shipped into a non-foreign area OCONUS, the weight restriction does not apply to shipments from that location as long as the new PDS is not a weight-restricted area.

6. Weight Allowance Remainder. Appropriate storage, or transportation to a designated place, is authorized for the remainder of a civilian employee's weight allowance that cannot be transported to the new PDS.

B. Net Weight Determination

Table 5-88. Calculating Net Weight	
If the type of shipment is...	Then net weight...
1 a crated shipment,	a. does not include the crating material weight. b. is 60% of the gross weight. c. may be computed at less than 60% of the gross weight if it was necessary for reasons beyond the civilian employee's control to use unusually heavy crating and packing materials.

Table 5-88. Calculating Net Weight		
If the type of shipment is...		Then net weight...
2	an uncrated shipment, whether commercial or non-commercial,	is allowed up to an additional 2,000 pounds for packing weight in addition to the lesser of the:* a. 18,000 pounds. b. weight shown on the bill of lading or weight certificate.
3	a containerized shipment using containers designed for repeated use, such as lift vans, CONEX transporters, and HHG shipping boxes,	is computed like an uncrated shipment if the container's weight includes interior bracing and padding materials.
4	a containerized shipment and the container's weight does not include the weight of interior bracing and padding materials,	is 85% of the gross weight after subtracting the container's weight.
5	a containerized shipment and the container's gross weight cannot be determined,	is based on the constructed weight.
6	unable to be weighed because an adequate scale is unavailable at the origin, en route, or at the destination,	is computed using a constructed weight based on 7 pounds for a cubic foot of properly loaded space. The civilian employee should obtain a statement from the carrier showing the amount of properly loaded space required for the shipment.
7	a partial load and the HHG weight cannot be determined without unloading the vehicle at the origin, en route, at the or destination,	
8	one for which the carrier's charges for a short-distance or metropolitan area move are computed on a basis other than the shipment's weight or volume, such as payment based on an hourly rate and the distance involved,	
*Exclude the weight of barrels, boxes, cartons, and similar packing materials. This does not include pads, chains, dollies, and other equipment needed to load and secure the shipment.		

C. Excess Charges for HHG Transportation. Erroneous advice, or lack of advice, by or from a Government civilian employee or representative does not create an entitlement to reimbursement for or shipment of HHG in excess of the weight allowed by statute. When an excess weight status is known or suspected before transportation, such as based on observations made during a pre-move survey, the Transportation Officer must notify the civilian employee and the AO providing transportation funds.

1. Government's Responsibility. The Government must pay the total transportation cost and other charges applicable to any excess weight greater than a civilian employee's weight allowance and collect reimbursement from the civilian employee. A Service or Agency may not pay the cost of transporting a civilian employee's HHG above the maximum weight. Review all transportation costs when determining excess costs, including storage (non-temporary or in transit) accessorial charges, and any other costs that the Government paid to move the HHG.

2. Civilian Employee's Responsibility. The civilian employee is financially responsible for all excess weight charges associated with shipments heavier than the authorized weight allowance, even if the excess-weight status was known or suspected before transportation and the Transportation Officer did not notify the civilian employee or the AO providing transportation funds of the weight status. Once HHG has arrived at its destination, the Service concerned determines the amount of the extra costs that the civilian employee must pay. When HHG is weighed twice, the lesser weight is used to determine the civilian employee's financial liability. The civilian employee must pay for excess charges according to finance regulations.

3. Excess Weight beyond Civilian Employee's Control. If it is determined that, for reasons beyond the civilian employee's control, the use of heavy packing and crating materials caused the computed HHG net weight for crated HHG to be greater than the allowed weight, the facts must be fully documented and the case forwarded through the following channels with recommendations for an adjustment:

a. Army. Defense Finance and Accounting Service, Indianapolis Transportation Operations Loss and Damage, Excess Cost, Claims & Adjustments Section, ATTN: Defense Finance and Accounting Service-JAN/IN, 8899 East 56th Street, Indianapolis, IN 46249-0002

b. Navy. See [NAVSUP Publication 490](#) (Transportation of Personal Property).

c. Air Force. Headquarters, U.S. Air Force (A4LE), 1030 Air Force Pentagon Washington, DC 20330-1030

d. DoD Components, Office of the Secretary of Defense, Washington Headquarters Services, and DoD Agencies: DoD Civilian Personnel Advisory Service, Compensation Division, ATTN: Civilian Advisory Panel Member, 4800 Mark Center Drive, Suite 05-G21, Alexandria, VA 22350-0001

4. Weight-Additive Items. When a civilian employee's HHG include an item, such as a jet ski, boat, three-wheel auto-trikes, or trailer, that can fit into a moving container for which a carrier assesses a weight additive surcharge using a weight greater than the actual weight of that item, that weight addition is not charged against the authorized weight allowance. The civilian employee is financially responsible for special packing, crating, or handling expenses for such articles.

054305. Transportation

A civilian employee or appointee who is authorized a move at Government expense is authorized HHG transportation. HHG transportation is limited to items associated with the home and all personal effects belonging to a civilian employee and any dependents on the civilian employee's PCS or TDY order's effective date that legally may be accepted and transported by an authorized commercial transporter. The total Government expenditure is limited to the cost of transporting the maximum HHG weight allowance in one lot by the method selected, from the civilian employee's last PDS, or new appointee's actual residence at the time of appointment, to the new PDS ([FTR §302-7](#)). HHG improperly transported or otherwise unavoidably misdirected, through no fault of the civilian employee, must be transported to the proper destination at Government expense. [Table 5-89](#) specifies who is financially responsible for expenses associated with transporting HHG. The Government-paid expenses listed in this table are for the transportation costs associated with the authorized weight limit.

Table 5-89. Responsibility for Transportation Expenses		
1	Government Paid Expenses	a. Packing, crating, unpacking, uncrating, drayage, and hauling, as necessary. b. Special technical servicing to prepare household appliances for safe transport and use at the destination, not connecting or disconnecting. c. Use of special rigging and equipment, such as cranes for HHG other than boats, for heavy or delicate articles, and handling. d. SIT for 90 or fewer days, as applicable. e. Delivery out of storage, regardless of how long the HHG has been in storage within the authorized 1-year period.* f. HHG must be delivered within the time limits of par. 054305-D.

Table 5-89. Responsibility for Transportation Expenses		
2	Civilian Employee Paid Expenses	a. Excess costs for transportation in more than one lot.** b. All transportation and HHG-related costs as a result of weight greater than the authorized weight allowance. c. Excess costs for transportation between other than authorized locations. d. Transportation of articles that are not HHG. e. Special services requested by the civilian employee, such as the cost of increased liability insurance. f. Transportation-related costs that are due to the civilian employee's or an agent of the civilian employee's negligence, such as an attempted pickup or attempted delivery charges (see DTR 4500.9-R, Part IV, Chapter 401 (Personal Property)).
*This includes shipments converted to storage that are the civilian employee's financial responsibility. Delivery out of SIT may be extended when an extension is granted under par. 054601-B. **This excludes an authorized unaccompanied baggage shipment to be transported separately from the HHG shipment and the authorized expedited transportation of items of extraordinary value.		

Note: Shipment of alcoholic beverages as HHG must conform to [27 U.S.C. §122](#).

A. Transportation under a PCS Order. HHG transportation must be authorized on the PCS order. HHG transportation may be authorized for a PCS before the PCS order is issued; however, the PCS order must subsequently contain HHG transportation authority or the costs become the civilian employee's responsibility.

1. HHG Shipment between PDSs in the CONUS. HHG shipments in the CONUS are authorized between the civilian employee's old PDS and new PDS. However, the civilian employee may select another location for the origin or destination, or ship HHG partially from the old PDS or to the new PDS. The Government's cost obligation is limited to the "Best Value" costs between the old PDS and new PDS. When the travel is to a first PDS, the Government's cost is limited to the transportation cost from the actual residence at the time of appointment to the PDS by a usually traveled route.

2. HHG Transportation to and between PDSs OCONUS. HHG transportation OCONUS may be authorized between the same points as dependent movement in [par. 053703](#). When the authorized maximum HHG weight allowance is not shipped to the PDS OCONUS during the initial tour of duty, the civilian employee may be authorized transportation of the HHG balance through a renewal agreement for an additional tour of duty at the same or different PDS OCONUS. The civilian employee is financially responsible for HHG transportation costs greater than the authorized weight limit.

3. HHG Transportation from a PDS OCONUS to a PDS in the CONUS. HHG transportation to the civilian employee's actual residence, wherever located at the time of the assignment OCONUS, may be authorized when a civilian employee located OCONUS is authorized travel and transportation allowances at Government expense for a PCS, separation, or early return of dependent (ERD).

a. The advance return transportation of all or any part of a civilian employee's HHG at Government expense, while the civilian employee remains assigned at a PDS OCONUS, is authorized only in connection with and under the same conditions as an early return of a dependent (ERD). The Government may reimburse the authorized costs of advanced HHG transportation (even if there was no advance return of a dependent) when the civilian employee has earned return travel and transportation allowances and an official PCS order directs the civilian employee's PCS or separation travel. Reimbursement of the civilian employee's transportation costs is limited to the Government's cost to transport the HHG at the time of the civilian employee's actual return travel.

b. Advance HHG transportation at Government expense is not authorized unless the civilian employee has earned eligibility for return transportation by completing an agreed service period or advance return travel has been authorized for the civilian employee's dependent as being in the Government's interest. If the civilian employee has not completed an agreed period of service, the civilian employee is financially responsible for the advance HHG transportation. Government transportation facilities may not be used for unauthorized advance HHG transportation.

c. HHG of a civilian employee returning for separation may be transported at Government expense from the PDS OCONUS, NTS location, or both to the actual residence in the civilian employee's service agreement. HHG, including PBP&E, transportation may be to any alternate destination, but reimbursement is limited to the Government's constructed cost of transporting the maximum HHG weight allowance in one lot from the PDS OCONUS to the actual residence in the civilian employee's service agreement. This also applies when a civilian employee retires at the PDS OCONUS. The civilian employee is financially responsible for any excess cost. PBP&E transported as an administrative expense to a location OCONUS may be returned as an administrative expense to a civilian employee's actual residence for a civilian employee separating from Government service.

d. During an evacuation, HHG transportation may be authorized at Government expense to the same location designated for a dependent's evacuation. If it is necessary and practical, HHG may be transported later at Government expense to the evacuated civilian employee's assigned PDS.

B. Items of Extraordinary Value. Items of extraordinary value may be transported by an expedited mode that provides satisfactory service at the "Best Value" to the Government, and may not be counted as unaccompanied baggage. Examples include articles of gold and other precious metals, jewels, valuable art, rare and costly collections, and items of substantial value ordinarily worn or carried, such as cameras and accessories, binoculars, jewelry, including costume jewelry, that are prone to being stolen. Items that are irreplaceable or have extreme financial or sentimental value do not receive special security though the civilian employee may purchase extra-value insurance. The net weight of such shipments is charged against the civilian employee's weight allowance.

C. Reshipment of HHG. HHG returned to the CONUS or the actual residence and then reshipped back to a PDS OCONUS during a continuous employment period OCONUS do not require a new service agreement. The reasons for re-transportation of the same HHG must be beyond the civilian employee's control and the Headquarters of the DoD Service or Agency concerned must authorize or approve the re-transportation.

D. Time Limitation. The time limit for HHG transportation, including when successive PCS assignments are involved (see [par. 053706-B](#)), is 1 year from the civilian employee's reporting date at the new PDS unless extended due to an extension of the real estate allowance or lease-termination transaction.

1. To and between PDSs OCONUS. If HHG transportation OCONUS is delayed, subsequent HHG transportation must not be authorized unless at least 1 year remains on the civilian employee's current service agreement or the civilian employee agrees to serve at least 1 year after the HHG arrives OCONUS. Both Adak and Kodiak, Alaska, must serve at least 6 months rather than 1-year.

2. From a PDS OCONUS. HHG transportation from the area OCONUS must begin as soon as practicable after the effective date of the civilian employee's PCS or return for separation. If practicable, HHG transportation should be concurrent with the civilian employee's departure or as soon afterward when appropriate transportation becomes available. Under no circumstances can HHG transportation occur later than 1 year after the effective date of a new PDS reassignment, excluding any

time that administrative embargoes or shipping restrictions make the transportation impossible. When a civilian employee returns from an assignment OCONUS for separation, the following conditions apply:

- a. A civilian employee forfeits an HHG transportation allowance, including PBP&E transportation, if he or she does not use it within 1 year after the effective date of the separation.
- b. Upon a written request from the civilian employee or a surviving dependent, the activity's commanding officer OCONUS may authorize delayed HHG transportation from the area OCONUS, but a delayed shipment must be transported within 1 year after the effective date of the separation.
- c. HHG transportation from storage is authorized to the final destination if the shipment is transported within 1 year of the effective date of the civilian employee's separation.
- d. SIT of HHG is limited to 90 or fewer days. Upon a civilian employee's written request, the AO may authorize an additional period limited to 90 or fewer days. See [par. 054307](#) for details on SIT.

E. Transportation Methods

1. Unaccompanied Baggage. Unaccompanied baggage is part of the total HHG weight allowance. The unaccompanied baggage weight allowance is 350 pounds net weight for each adult and dependent age 12 or older and 175 pounds net weight for each child under age 12. When air transportation of unaccompanied baggage is used, [par. 020207](#) applies. Unaccompanied baggage weight allowances for air transportation include the actual weight of the luggage or packing material.

a. Government transportation policy and procedures apply to transporting unaccompanied baggage, except when transporting unaccompanied baggage by an expedited mode of air transportation in [par. 054305-E1b](#). The civilian employee or the civilian employee's agent should contact the Transportation Officer as soon as possible before travel begins to arrange unaccompanied baggage transportation.

b. The total unaccompanied baggage transported by air, or any expedited mode, is limited to 1,000 pounds net weight to, from, or between PDSs OCONUS. Air transportation is not authorized when a civilian employee performs RAT, except when the additional tour of duty is served at a PDS in another area OCONUS and as authorized in [par. 055006](#) and [par. 055007](#). Unaccompanied baggage may be transported by air from the old PDS to the appropriate port of embarkation to arrive before the civilian employee or dependent's transportation departure time. Unaccompanied baggage may be transported by air when the transportation mode with the lowest "Best Value" cost cannot provide the required service, the civilian employee certifies the unaccompanied baggage is necessary to carry out the assigned duties, or the AO determines that expedited transportation is necessary to prevent undue hardship to the civilian employee or dependent.

2. HHG. The official designated by the Service or Agency must authorize or approve the HHG transportation method. The designated official must complete a cost comparison before authorizing a transportation method on a PCS order. The servicing Personal Property Shipping Office must provide the rate comparison by computing the cost difference between the actual expense and commuted rate methods of HHG transportation to the AO.

3. Actual Expense

a. If the Government procures the HHG's transportation, it contracts, negotiates, audits, and pays the Transportation Service Provider (TSP), carrier, or vendor directly for transportation. The PCS order must state the HHG transportation authority, that the Government will arrange transportation of the HHG, and that unauthorized charges are the civilian employee's financial responsibility.

Determine the Government-arranged transportation cost using the "Best Value" method in [DTR 4500.9-R, Part IV, Chapter 403](#) (Best Value) for the actual HHG weight transported, limited to the maximum weight allowance.

b. If the PCS order states that the Government will arrange transportation of the HHG but the civilian employee personally procures the HHG transportation, then he or she must make the necessary arrangements for the HHG move and pay for the move. Reimbursement is limited to actual expenses incurred by the civilian employee, limited to the "Best Value" cost of a Government-arranged move for the same HHG weight.

c. If actual expense HHG transportation is authorized, and the civilian employee transports HHG by Government-procured and personally-procured transportation, the combined HHG shipments cannot exceed the authorized HHG weight allowance and the cost must be lower than that of Government-procured HHG transportation of the maximum HHG weight allowance in one lot between authorized places. The same requirements for splitting a shipment apply when a civilian employee moves part of HHG him or herself.

4. Commuted Rate (see GSA [Commuted Rate Table](#)). The civilian employee's PCS order must authorize or approve the Commuted Rate HHG transportation method. The commuted-rate system may be used only for interstate HHG shipments between PDSs in the CONUS and is not authorized for intrastate moves. The civilian employee arranges HHG transportation other than by shipping the HHG within a mobile home. The civilian employee is authorized reimbursement under the GSA Commuted Rate for carrier services provided, including transportation, packing, unpacking, crating, drayage, and SIT. Payment under the GSA Commuted Rate is regardless of the actual expenses incurred by the civilian employee. The GSA Commuted Rate used must be in effect on the date the commercial shipper picks up the HHG, or if other than a commercial shipper is used, the date HHG begins movement. The civilian employee must furnish the actual or constructed HHG transportation weight (cubic foot measurement). A civilian employee may receive an advance for HHG transportation and SIT if authorized under the Commuted Rate. The civilian employee may not receive any reimbursement if a third party, such as a new employer, pays for the HHG transportation.

5. Civilian Employee Responsibility. A civilian employee who chooses to personally arrange for HHG transportation, whether by moving the HHG personally or by contracting directly for the HHG move, is entirely responsible for all issues related to the Status of Forces Agreement, use of U.S. carriers, import and export processes, and any tariffs, customs, or other related issues. If Service regulations require, the civilian employee must also give preference to Voluntary Inter-modal Sealift Agreement ship carriers when available.

6. Limitations. The Government will only pay for HHG transportation that is within the civilian employee's authorized HHG weight allowance. The cost is limited to what the Government would have incurred for transporting the maximum HHG weight allowance in one lot between authorized places, when a Government-arranged move is available. All HHG transportation must be made on U.S. flag carriers, when reasonably available. Payment on a commuted-rate basis is not authorized when the civilian employee fails to furnish the actual or constructed (cubic foot measurement) HHG transportation weight. When the civilian employee does not provide the actual or constructed weight, reimbursement is limited to the amount actually paid by the civilian employee, or the commuted-rate amount, whichever is less. The civilian employee must furnish an acceptable estimated weight statement. HHG may not be

moved at Government expense when any of the following occur:

- a. There is no official civilian employee movement, except when the advance return of a dependent from a PDS OCONUS is authorized.
- b. The civilian employee violates the agreement under which the HHG originally were transported.
- c. The civilian employee is not authorized transportation at Government expense.
- d. Authorized transportation is not completed within the specified time limits.

7. Cost Comparison. The AO must make a cost comparison between the actual expense and commuted rate methods of HHG transportation for each PCS order for each CONUS to CONUS PCS order. The servicing Personal Property Shipping Office must provide the rate comparison by computing the cost difference between the Actual Expense and Commuted Rate methods of HHG transportation. If the estimated costs are different by more than \$100, the AO must authorize the more economical method on the PCS order. A civilian employee's request for a particular method is the determining factor if the costs are within \$100 of each other. A proper cost comparison must consider line-haul transportation charges, administrative costs, and expected accessorial and packing charges. If the cost comparison is not made, or if the PCS order does not explicitly say that the actual expense method is authorized, the commuted rate method applies.

Table 5-90. Considerations in Cost Comparison for Actual Expense and Commuted Rate Methods			
Method		Advantages	Disadvantages
1	Commuted Rate	a. The Government is not responsible for administrative expenses or for arranging HHG transportation. b. The civilian employee pays the authorized packing and accessorial charges from the amount allowed for those charges.	a. The Government cannot take advantage of special discounts offered. b. An accurate cost estimate depends on weight estimate accuracy. c. Commuted Rate method does not apply to intrastate moves. d. Commuted Rate method may not fully reimburse a civilian employee's out-of-pocket expenses.
2	Actual Expense	The Government may take advantage of special discounts offered.	a. The Government is responsible for the administrative expense and for arranging HHG transportation. b. The Government's cost depends on the weight involved, accessorial services required, packing quality, and the number of individual cartons, boxes, barrels, and wardrobes used by the carrier.

8. Multiple Transfers. When Services or Agencies have a large volume of HHG to move between the same origin and destination at the same time, but not a mass move, multiple transfers using the Actual Expense method should be considered (see [DTR 4500.9-R, Part IV](#) (Personal Property)).

054306. Non-Temporary Storage (NTS) ([FTR §302-8](#))

NTS of HHG may be authorized in lieu of HHG transportation when the civilian employee is assigned to an isolated PDS in the CONUS, a PDS OCONUS that limits HHG transportation, a PDS OCONUS and NTS is in the Government's best interest or more cost-effective, or a TCS (see [par. 053714-C1](#)). An advance is not authorized for NTS of HHG. NTS of HHG is not permitted for a career SES civilian employee for last move home. Authorization for NTS must be stated in the PCS order.

A. NTS of HHG for Duty at an Isolated PDS in the CONUS. A civilian employee who performs PCS travel or new appointee travel to a designated isolated PDS in the CONUS is eligible for NTS of HHG. The Transportation Officer determines the NTS location. Justified requests for NTS on a PCS order to a PDS at an isolated location should be submitted to the official designated by the Service or Agency for a decision.

1. Service Agreement. Expenses for NTS of HHG at Government expense may be authorized for a civilian employee transferring to or within the CONUS when the civilian employee agrees, in writing, to remain in Government service for 12 months, beginning the date the civilian employee reports for duty at the new PDS. This requirement may only be waived if the civilian employee is separated for reasons beyond his or her control that are acceptable to the Service or Agency concerned. If the civilian employee violates the written service agreement, including failure to report for duty at the new PDS, any Government funds spent for NTS become the civilian employee's financial responsibility. Follow finance regulations to recover funds due to the Government.

2. Designated Isolated PDS. An official designated by the Service or Agency must determine, on a case-by-case basis, that the location is a designated isolated PDS to authorize NTS of HHG. A civilian employee assigned to a designated isolated PDS in the CONUS is not allowed NTS of HHG when available housing at the PDS can accommodate the HHG, adequate housing is available within daily commuting distance, or when it is for the civilian employee's convenience. An AO may subsequently approve NTS for a PCS to a designated isolated PDS in the CONUS for the conversion of HHG in SIT to NTS or the conversion of storage at personal expense to that at Government expense. An eligible civilian employee or new appointee may be authorized subsequent NTS to have an HHG portion transported to the isolated PDS and the remainder stored at Government expense.

3. Time Limit. NTS at Government expense may be authorized for the duration of the civilian employee's assignment, but no longer than 3 years at a designated isolated PDS in the CONUS. However, the appropriate authority must periodically review current housing conditions at the isolated official location to determine if it warrants continued storage. Eligibility for NTS at Government expense ends on the last day of work at the isolated official location if that is before the end of the 3-year period. Otherwise, eligibility for NTS at Government expense ends at 3 years or on the civilian employee's last day of work at the isolated official location, whichever occurs first. When the eligibility period ends on the last day of work at the designated isolated PDS in the CONUS, NTS at Government expense may continue until the beginning of the 2nd month after the month the civilian employee's eligibility ends. To avoid inequity, the civilian employee's command may extend the NTS period for 89 or fewer days after the civilian employee's last day of work or the NTS eligibility-period termination. See examples on the DTMO website.

4. Allowable Costs. NTS includes necessary packing, crating, unpacking, uncrating, transportation to and from the storage location, storage, and other directly related services necessary to place the HHG in the designated storage facility.

5. Documentation. The Transportation Officer prepares a [DD Form 1164](#) (Service Order for Personal Property) in accordance with the DTR, showing the HHG weight and date it was placed in NTS.

B. NTS of HHG for Moves to and between Areas OCONUS. The conversion of HHG from SIT to NTS at Government expense and from storage at personal expense to NTS at Government expense may be authorized or approved in this paragraph.

1. Eligibility for NTS. At least one of the following must be true for a civilian employee to be eligible for NTS:

- a. The civilian employee is not authorized to transport HHG to the PDS.
- b. The civilian employee is unable to use HHG at the PDS.
- c. Storage is in the Government's best interest.
- d. Estimated storage cost would be less than the HHG round-trip transportation cost, including SIT, to the new PDS.

2. Time Limitation. NTS at Government expense may be authorized for each tour of duty at a PDS OCONUS where the civilian employee meets the eligibility requirements. Eligibility ends on the last day of work at the PDS. When a civilian employee is no longer eligible for NTS, HHG may remain in NTS until the beginning of the 2nd month after the month that eligibility ends. The losing command OCONUS may extend NTS at Government expense for up to 30 days before the tour of duty begins and up to 60 days after the last day of work at the PDS, limited to a total of 90 days. The civilian employee's losing command OCONUS must notify the Transportation Officer at the new PDS when the civilian employee's eligibility for NTS ends. See the DTMO website for examples.

3. Record Keeping

a. When HHG is placed in NTS at Government expense, the Transportation Officer storing the HHG must provide one copy of the completed [DD Form 1164](#) (Service Order for Personal Property) and any amendments, with the original warehouse inventory receipt, to both the civilian employee at his or her address OCONUS and the personnel office OCONUS servicing the civilian employee's PDS.

b. The gaining personnel office OCONUS must establish a civilian employee NTS HHG file that is separate from official personnel records and serves as a suspense file for fiscal-year funding and any subsequent HHG transportation. If the civilian employee is reassigned to another PDS OCONUS, the file must be forwarded with the civilian employee's official personnel records. The gaining personnel office OCONUS also must furnish the fiscal-year fund citation to the Transportation Officer, inform the Transportation Officer if the civilian employee's NTS authority stops for any reason, and destroy the NTS file within a reasonable time after the civilian employee's PCS to the CONUS. The forms and procedures used for uniformed members may be used for a civilian employee's NTS as long as those forms and procedures are consistent with provisions in this Chapter.

4. Removing HHG from NTS

a. A civilian employee whose HHG is in NTS at Government expense may withdraw all or any portion of the authorized HHG weight allowance from storage as long as the HHG is for a civilian employee or dependent's use in establishing or enlarging a residence. When a civilian employee's HHG

is in NTS because there is no authority to transport it or he or she cannot use HHG at a PDS OCONUS, then he or she may request to withdraw HHG from NTS and transport it at Government expense if the situation requiring the NTS no longer exists and the civilian employee needs the HHG for either the current tour of duty or because he or she signs a renewal agreement.

b. The Government is responsible for all costs for withdrawal, drayage, unpacking, and uncrating, as long as the HHG delivery place is in the commuting area of the civilian employee's actual residence and the JTR authorizes return transportation. HHG transportation is the civilian employee's financial responsibility when HHG is removed from NTS before the civilian employee has eligibility for return transportation or for reasons other than for early return of a dependent (see [par. 053805](#)). When the civilian employee earns return transportation at Government expense, reimbursement for the HHG withdrawal expense must not be more than the drayage cost and related charges that would have been incurred at the time the civilian employee became eligible for return transportation at Government expense. No further transportation or storage of the withdrawn HHG is authorized at Government expense before receiving a new PCS order.

C. NTS of HHG for a DoD Dependents Schools (DoDDS) Civilian Employee

1. Storage between School Years. A DoDDS civilian employee separated from the rolls during the summer recess is not authorized NTS of HHG. NTS between school years may be authorized for a DoDDS civilian employee on a school-year basis under *all* of the following conditions:

a. The DoDDS civilian employee is employed at the close of a school year and agrees, in writing, to teach the next school year. If the DoDDS civilian employee does not report for duty at the next school year, then he or she is financially responsible for commercial storage costs (including related services) or value of the storage furnished (including related services) if the HHG was stored in a Government facility. If the employing activity determines that the DoDDS civilian employee's failure to report for duty was beyond the civilian employee's control, the civilian employee is not financially responsible for those costs.

b. The storage period is for a minimum of 1 month and is limited to the recess period between the 2 school years.

c. The DoDDS civilian employee meets the eligibility requirements for NTS.

d. Storage is instead of any of the following:

(1) Government quarters occupancy.

(2) A quarters allowance ([20 U.S.C. §905](#)).

(3) Any other HHG storage that the DoDDS civilian employee is authorized by the JTR due to other employment in another position during any recess period between school years.

2. Storage during DoDDS Civilian Employee Extended Leave. An AO may authorize or approve NTS of HHG, limited to the applicable weight allowance, during extended leave if it is in the Government's interest. The storage is limited to 12 months for a DoDDS civilian employee on an authorized extended leave of absence in a leave status, with or without pay to attend an accredited college or university as part of renewal agreement travel. An AO can authorize storage for an administrator as long as the period in the current agreement is completed rather than the 2 school years in [par. 055011](#). An AO can rescind authorization for NTS if the DoDDS civilian employee does not report for duty at the

PDS OCONUS when leave without pay ends or does not present satisfactory evidence of course of study completion. If the AO rescinds authorization for NTS, the costs become the DoDDS civilian employee's financial responsibility, unless the AO determines that the situation was beyond the civilian employee's control.

D. NTS Converted to SIT. If the Service or Agency concerned authorizes and approves, HHG may be converted from NTS to SIT, in whole or in part, if the civilian employee requests the conversion and is authorized transportation and NTS in the civilian employee's order. The conversion is of NTS to SIT is at Government expense. However, any SIT storage costs accruing for longer than 180 days are the civilian employee's financial responsibility. Unless otherwise provided in [par. 054307-B](#), no additional HHG storage, after conversion from NTS to SIT, is authorized before another PCS order is issued.

054307. Storage in Transit (SIT) ([FTR §302-7](#))

SIT is short-term storage that is part of HHG transportation. It may be at any combination of the origin, destination, and en route locations with the Service or Agency's approval. SIT reimbursement is limited to the civilian employee's actual storage costs. The cost of removing HHG from SIT for delivery to temporary lodging is a TQSE expense. SIT is not authorized for local HHG moves when no PCS exists.

A. Time Limits. The maximum total time limit for SIT is in [Table 5-91](#).

Table 5-91. Total Days Authorized for HHG SIT			
	Location	Initial SIT Authorized	Maximum SIT Authorized
1	CONUS to CONUS	60	150
2	CONUS to OCONUS	90	180
3	OCONUS to CONUS	90	180
4	OCONUS to OCONUS	90	180

1. If additional storage is not authorized or approved, the civilian employee is financially responsible for additional storage expense.

2. If an extension to the SIT time period is required, the civilian employee must submit a written request for a SIT extension to a Service- or Agency-designated official. The Service or Agency official may authorize or approve an extension for up to 90 days due to any of the following factors:

- a. Serious illness of the civilian employee.
- b. Serious illness or death of a dependent.
- c. An intervening TDY order or long-term training assignment.
- d. Lack of suitable civilian housing.
- e. Awaiting completion of residence under construction or renovation.
- f. Acts of God, national or natural disaster, or terrorism.

g. Other validated circumstances beyond the civilian employee's control, which the Service or Agency determines to be in the Government's interest.

B. Additional Extensions for SIT. Only PDTATAC may authorize or approve extensions of the SIT limits in [Table 5-91](#). Under no circumstances may a Service or Agency authorize or approve SIT beyond those limits. SIT beyond the time limitations is not authorized under a TCS order. PDTATAC will consider the merits of individual requests, on a case-by-case basis, for DoD civilian employees who relocated and encountered unforeseen circumstances beyond their control, such as a PCS that is interrupted by en route TDY. PDTATAC will not authorize extensions except under the circumstances in this paragraph.

1. Authority. A GSA Waiver Memo, originally dated January 15, 2020 and extended to March 31, 2025, assigns PDTATAC the authority to grant the waiver for the time limits. The Service or Agency must ensure the extension request to PDTATAC is in the Government's interest and is not for the civilian employee's personal convenience.

2. Eligibility. The eligibility criteria for consideration of SIT authorization and approval are for any of the following:

- a. Serious illness or death of a civilian employee or dependent.
- b. A long-term TDY deployment or training assignment.
- c. HHG transportation delays caused by embargos.
- d. Acts of God, national or natural disaster, or terrorism.
- e. Other validated circumstances that are beyond the civilian employee's control when the Service or Agency determines SIT is in the Government's interest and establishes that if SIT were not extended, would grossly burden the civilian employee.

3. Time Limitations. The PDTATAC may authorize or approve extensions of the SIT period for no more than a total of 365 days. All travel and transportation must be completed within 1 year from the civilian employee's death, transfer, or appointment effective date unless a further extension is authorized under [par. 053712](#).

4. Documentation. The civilian employee's DoD Component or command must submit an extension request to PDTATAC for determination. The DoD Component or command must include the following items for the request to be considered.

a. A request memorandum from the Service or Agency to the PDTATAC indicating the reason for SIT beyond the limit, the additional number of days the employee requires, and the total estimated cost of storage for those additional days.

b. Documentation demonstrating the Service or Agency's authorization and approval of the 60 or 90-day extension, including the date the household goods were placed in storage.

c. Copies of any TDY or PCS orders and any relevant amendments.

d. Documentation showing the weight and cost of the storage for the initial 150 or 180 days.

5. Submission Process. The civilian employee's DoD Component or command should submit the extension request through the Service's or DoD Component's Civilian Advisory Panel (CAP)

member. The CAP member should submit the request package with a [Storage in Transit Extension Request form](#). The CAP member's contact information is available at [PDTATAC Contact Information](#).

C. HHG Partial Lot Withdrawal and Delivery from SIT. HHG may be transported and stored in multiple lots. The maximum HHG weight allowance is based upon shipping and storing all HHG as one lot. If the civilian employee removes items from storage, and the carrier bills the Government for that removal, he or she is financially responsible for any excess cost to the Government.

D. Funds Advance. To receive an advance under the allowed commuted rate method, the civilian employee must provide a copy of a cost estimate from a commercial HHG carrier or a written statement that includes the origin and destination. He or she must also provide a signed copy of a commercial bill of lading or other evidence of actual weight or a reasonable weight estimate acceptable to the DoD Component concerned and the anticipated period of storage at Government expense, limited to 90 days.

054308. HHG Between Local Residences

Local transportation of a civilian employee's HHG is authorized when, for the Government's convenience, the local commander issues a written order to the civilian employee directing a change in residence between any two dwellings. This authority must not be used for HHG transportation between private dwellings for an authorized PCS. SIT is not authorized. Local transportation costs are charged to the command ordering the transportation. If the civilian employee's HHG shipment is greater than the maximum amount authorized, the civilian employee is financially responsible for the excess cost. If an adequate scale is not available, the excess weight is determined by using the constructed weight in [Table 5-87](#).

054309. Professional Books, Papers, and Equipment (PBP&E)

PBP&E is HHG and part of the PCS weight allowance. A POV may not be shipped as PBP&E ([FTR §302-9](#)).

A. Eligibility. If it is determined before transportation that the PBP&E may cause a civilian employee to exceed the authorized weight allowance, then instead of being moved as an HHG transportation expense, PBP&E may be moved as an administrative expense under the following conditions: ([FTR §302-7](#))

1. An official designated by the order-issuing command must review an itemized PBP&E inventory before shipment occurs.
2. The order-issuing command must determine that information furnished confirms that transporting the itemized materials as part of the HHG transportation would exceed the authorized weight allowance.
3. An appropriate official designated by the order-issuing command at the new PDS must review and certify that the items listed in the PBP&E are necessary for the proper performance of the civilian employee's duties at the new PDS. He or she must also determine that, if these items were not transported to the new PDS, the same or similar items would have to be procured at Government expense for the civilian employee's use at the new PDS.

B. Weight Limitations. The maximum weight allowance for shipment of PBP&E is 2,000

pounds net weight. This limitation is not subject to waiver and is effective May 1, 2014. A civilian employee may exceed the maximum weight limit when returning from OCONUS or executing RAT if a transportation agreement to the location OCONUS was made before May 1, 2014. HHG with PBP&E greater than 2,000 pounds must have been originally shipped at Government expense to the location OCONUS. The Government's obligation to return HHG with PBP&E is limited to the amount of HHG with PBP&E initially authorized to be shipped OCONUS, including when the amount is greater than 2,000 pounds. Once the civilian employee's HHG returns to the CONUS, there is no authorization or waiver authority over the maximum weight on a subsequent transportation agreement.

C. **PBP&E Shipped as an Administrative Expense.** When PBP&E is authorized for shipment as an administrative expense, the transportation cost is not chargeable to travel-and-transportation-expense appropriations. Transportation must be by the Actual Expense method in the CONUS and the commuted rate method is not authorized ([FTR §302-7](#)). The PBP&E weight and the administrative appropriation chargeable must be itemized on the documentation used to transport the PBP&E. A constructed weight may be used in unusual instances when it is not practicable or it is impossible to obtain the specific PBP&E weight in [Table 5-87](#). The PBP&E may be returned as an administrative expense to any location, limited to the constructed cost to the civilian employee's actual residence when a civilian employee is separating from Government service provided the PBP&E were transported to the location OCONUS as an administrative expense ([FTR §302-7](#)).

D. **Administratively Restricted HHG Weight.** When a civilian employee is assigned to an administratively weight-restricted PDS OCONUS, PBP&E shipment is authorized as an administrative expense. The PBP&E weight allowance, when shipped as an administrative expense, is in addition to the restricted-weight allowance to a PDS OCONUS. If the PBP&E is not authorized to be shipped as an administrative expense, then it is considered part of the authorized PCS weight allowance.

054310. Consumable Goods ([FTR §300-3](#))

A civilian employee assigned to a PDS OCONUS location designated in [Authorized Consumable Goods Allowance Locations](#) is authorized transportation of consumable goods in addition to the 4,500-pound HHG net weight allowance. The consumable goods must be for the civilian employee's or dependent's personal use. Consumable goods are transported like HHG with the same authorized originating location. In unusual circumstances, such as a PCS from another PDS OCONUS designated on the DTMO website, an alternate shipping origin for consumable goods may be authorized through the Secretarial Process. The total weight of HHG transported, plus HHG placed in NTS and any consumable goods transported that are chargeable to travel and transportation appropriations, is limited to the maximum authorized weight allowance. The civilian employee's PCS order must identify the consumable goods' weight allowance and any alternate shipping origin authorized. See [Authorized Consumable Goods Allowance Locations](#) for additional information about shipment of consumable goods.

0544 MOBILE HOME TRANSPORTATION

The constructed cost to transport a mobile home, any HHG removed from the mobile home, and unaccompanied baggage and additional HHG to the new PDS for the civilian employee's use is limited to the Government's "Best Value" cost of the civilian employee's maximum PCS HHG weight allowance between authorized points. For details see [DTR 4500.9-R, Part IV, Chapter 403](#) (Best Value). Transportation includes packing, pickup, line-haul or drayage, delivery, and unpacking. A civilian employee may not receive reimbursement above what the Government would incur for HHG transportation and 90 days of HHG SIT ([FTR §302-10](#)).

054401. Eligibility

A civilian employee, authorized HHG transportation at Government expense, may be authorized mobile home-transportation allowances instead of HHG transportation, when *all* of the following conditions apply:

- A. The civilian employee acquires the mobile home on or before his or her PCS or TCS order's effective date.
- B. The civilian employee certifies that he or she, or a dependent, intends to use the mobile home as a primary residence at the location where it is being moved.
- C. The mobile home body and chassis, including tires and tubes, are in fit condition to the Government's satisfaction to withstand the transportation rigors. Any costs involved to bring the mobile home into fit condition are at the civilian employee's, the dependent's, or heir's expense.
- D. The civilian employee is ordered on a PCS or TCS between authorized locations (see [par. 054404](#)).

054402. Transportation at Personal Expense

A civilian employee, or a deceased civilian employee's dependent or heir, authorized mobile home allowances in [par. 054401](#) may transport a mobile home at personal expense and be reimbursed for transportation costs according to this Part. The civilian employee is responsible for making all transportation arrangements for personally procured mobile home transportation. The allowances in [par. 054405](#) apply to the respective transportation portions if a mobile home is transported partly by commercial transporter and partly by other means.

054403. Geographic Limitations

A civilian employee, a deceased civilian employee's dependent, or an heir may only be authorized mobile home transportation allowances between the geographic locations in [Table 5-92](#). When the transportation includes locations other than those in [Table 5-92](#), the allowances are computed based on the transportation portions for the locations listed in [Table 5-92](#). Mobile home transportation is limited to the Government's "Best Value" cost to transport the maximum HHG weight between the old PDS and new PDS plus 90 days of HHG SIT. A civilian employee may not use unused mobile home-transportation costs to ship HHG.

Table 5-92. Geographic Limitations for Mobile Home Transportation Allowances		
Locations		Defined Areas
1	Origin and Destination Points	a. Within the CONUS. b. Within Alaska. c. Between the CONUS and Alaska. d. Through Canada en route between the CONUS and Alaska. e. Through Canada en route between one point in the CONUS and another, such as traveling from Buffalo, New York, to Detroit, Michigan. f. From the old PDS in the CONUS or in Alaska to a border crossing point or appropriate port. g. From a border crossing point or appropriate port in the CONUS to a new PDS in the CONUS or in Alaska.

Table 5-92. Geographic Limitations for Mobile Home Transportation Allowances		
Locations		Defined Areas
		h. From a border crossing point or appropriate port in Alaska to a new PDS in Alaska.
2	Appropriate Port	A port within CONUS or Alaska ordinarily used when a mobile home is transported at personal expense between a port in the CONUS or Alaska and a PDS neither in the CONUS nor Alaska.
3	Border Crossing Point	A border crossing point ordinarily used for mobile home movement between the CONUS, or Alaska, and either Canada or Mexico.

054404. Combining Weight Allowances

Whenever a civilian employee combines weight allowances with his or her spouse or domestic partner, only 90 days of storage of the combined weight may be included in the Government's constructed-cost calculation.

A. Civilian Employee Married to, or a Domestic Partner of, another Civilian Employee. When both spouses or domestic partners are civilian employees, and each has a separate PCS order, they may combine their PCS HHG weight allowances to determine the Government's cost liability to transport their mobile home.

B. Civilian Employee Married to, or a Domestic Partner of, a Service Member. When one spouse or domestic partner is a civilian employee and the other is a Service member, and each has a separate PCS order, they may combine their PCS HHG weight allowances to determine the Government's cost liability to transport their mobile home.

054405. Reimbursement of Costs for Personally Procured Commercial Transportation

When paying the carrier, the civilian employee or dependent (or heir if the civilian employee is deceased) ensures that the transporter's bill or invoice includes an itemized list of charges. He or she must ensure that the carrier's preparation responsibility is clear, making any remaining preparations the responsibility of the civilian employee, dependent, or heir (if the civilian employee is deceased). The body, frame, springs, wheels, brakes, and tires of the mobile home must be in a fit condition to permit transportation and any extra property placed in the mobile home must not create an overload condition that could result in damage and repair charges. Any additional charges caused by overloading would be the financial responsibility of the civilian employee, dependent, or heir (if the civilian employee is deceased). Reimbursement is in [Table 5-93](#), limited to the costs allowed in this Part.

Table 5-93. Transportation Costs for Personally Procured Commercial		
1	Allowed	a. Actual mobile home transportation, limited to the applicable tariff for such movements approved by an appropriate regulatory body, provided any substantial deviation from the Defense Table of Official Distances (DTOD) is explained. b. Mobile home preparation fees at an origin in the CONUS or Alaska for transportation or resettling at the destination in the CONUS or Alaska (see par. 054406-A). c. Taxes, charges, or fees fixed by a municipal authority for permits to transport mobile homes in or through its jurisdiction and carrier service charges for obtaining such permits. d. Pilot, flag car, or escort services, if required by law.

Table 5-93. Transportation Costs for Personally Procured Commercial		
		e. Ferry fares, and bridge, road, and tunnel tolls.
2	Not Allowed	a. The carrier's maintenance or repair charges to the mobile home en route, including structural repairs, brake repairs, tire replacement, and incidental charges. b. Insurance or excess valuation costs over the carrier's maximum liability, or charges designated in the tariffs as "Special Service." c. Costs of connecting or disconnecting appliances, equipment, and utilities involved in relocation and of converting appliances for operation on available utilities. d. Special handling costs requested by the employee. e. Storage.

054406. Reimbursement of Costs for Personally Procured Transportation not Using a Commercial Transporter

Reimbursement is for actual transportation, subject to the limitations in this Part. If the origin or destination is neither in the CONUS nor in Alaska, the allowable distance is limited to the distance the mobile home is transported between authorized locations. Use the Defense Table of Official Distances (DTOD) to compute the distance (see [par. 020204](#)). If the origin or destination is an island within the CONUS or within Alaska, the statute distance to or from the usual place of arrival or departure on the mainland is allowed. Reimbursement for a civilian employee is limited to what the Government would have incurred for HHG transportation and 90 days of HHG SIT, including when the civilian employee moves the mobile home by overland towing or drives it overland or over water. Reimbursement is not authorized for preparation of mobile homes located OCONUS or outside Alaska for transportation or resettling OCONUS or outside Alaska.

A. Preparation Costs Allowed. The Service or Agency concerned pays the transportation preparation and resettling costs at the destination. Allowable preparation costs include:

1. Rental, installation, removal, or transportation of hitches and extra axles with wheels or tires.
2. Blocking and unblocking, including anchoring and un-anchoring, labor costs at the origin or destination.
3. Blocks purchased instead of transporting blocks from the old PDS and the cost of replacement blocks broken while the mobile home was being transported.
4. HHG packing and unpacking associated with the mobile home.
5. Disconnecting and connecting utilities.
6. Skirting removal and installation labor costs.
7. Movement and reassembling costs of separating, preparing, and sealing each half of a doublewide mobile home.
8. Trailer towing lights installation or removal.
9. Extension costs of existing water and sewer lines.

10. Dismantling and assembling costs for a portable room appended to a mobile home.
11. Costs for expanding, stabilizing, and sealing room-expansion sections in a single-wide mobile home, also known as expando charges.
12. Transportation expenses, such as anti-sway device charges over-dimension charges and permits, and wrecker service when required.
13. Travel lift fees.
14. Similar expenses.

B. Mobile Home Towed by POV. When a POV tows a mobile home, a mileage allowance of \$0.11 a mile is paid to cover the costs of transporting the mobile home for the expenses allowed in [Table 5-93](#). Additionally, a POV PCS mileage allowance for transportation of authorized travelers is paid. See [mileage rates](#). Use the Defense Table of Official Distances (DTOD) to determine the official distance. The Service or Agency concerned pays the transportation preparation and resettling costs at the destination ([FTR §302-10](#)).

C. Over-Water Transportation of a Boat Used as a Primary Residence (House Boat). Over-water mobile home transportation is authorized only for transportation from and to points in the CONUS or in Alaska. When a civilian employee transports a boat used as a primary residence over water and chooses actual expense reimbursement, the following transportation costs are authorized:

1. Fuel or oil used for propulsion of the boat.
2. Pilots or navigators in the open water.
3. A crew.
4. Harbor pilot charges.
5. Docking fees incurred in transit.
6. Harbor or port fees and similar charges related to entry in and navigation through ports.
7. Towing (in tow or towing by pushing from behind).
8. Similar expenses.

D. Self-Propelled Mobile Home. The civilian employee may choose whether to be reimbursed for actual expense or for mileage. When the civilian employee chooses reimbursement for mileage, reimbursement for a self-propelled mobile home, whether driven over water or land, is at the automobile mileage rate (see [par. 020210](#) and [mileage rates](#)) for the official distance between the authorized points. Reimbursement is for the actual transportation costs (see [Table 5-93](#) and [par. 054406-A](#)). Reimbursement by either method is limited to what the Government would incur for HHG transportation and 90 days of HHG SIT and must follow [DTR 4500.9-R, Part IV, Chapter 403](#) (Best Value).

054407. Funds Advance

The civilian employee may receive an advance of mobile home transportation allowances when he or she personally procures transportation, including necessary incidental expenses, using a commercial carrier. The funds advance is limited to the estimated allowable amount. An advance is not authorized when the Government pays the carrier directly.

054408. Government-Procured Transportation

When the Government arranges the civilian employee's mobile home transportation by commercial or Government means to or from the points authorized, it pays all transportation costs up to what it would have cost to transport the civilian employee's PCS HHG weight allowance from the old PDS to the new PDS. These costs include pickup, transportation, and delivery of the mobile home to the destination ready for occupancy. The civilian employee, dependent, or heir must sign a written agreement accepting financial responsibility for all excess costs. This includes any excess preparation, transportation, or expense charges; excess distance charges; excess HHG charges; and other costs not allowed in this paragraph. When the civilian employee will no longer be in a pay status following mobile home transportation and excess costs are not collectable, the civilian employee's repayment request must be denied. The civilian employee may not receive any other allowances for the transportation involved and may not transport any HHG separately at Government expense. Expenses for transporting a mobile home at Government expense are limited to the usual highway routing in the CONUS or Alaska, and through Canada between the origin and the destination in the CONUS or Alaska.

Table 5-94. Transportation Costs for Government-Procured Transportation		
1	Allowed	a. Actual transportation. b. Ferry fares. c. Bridge, road, and tunnel tolls. d. Taxes. e. Municipal, state, or local permits. f. Preparations fees (see par. 054406-A).
2	Not Allowed	a. Damage or repair due to an overload condition.* b. Special handling requested by the civilian employee. c. Insurance or excess valuation over the carrier's maximum liability. d. Body or chassis mobile home preparation. e. Repairs or maintenance performed en route, including structural repairs, brake repairs, and parts or tire replacement. f. Storage accruing at any point, unless caused by conditions beyond the civilian employee's control. g. Connecting or disconnecting appliances, equipment, and utilities involved in relocation and of converting appliances for operation on available utilities.
*The civilian employee must ensure that body, frame, springs, wheels, brakes, and tires are in good condition and that any extra property placed in the mobile home does not create an overload condition that could result in damage or repair charges.		

054409. Civilian Employee Death

A. CONUS. If a civilian employee dies en route or he or she had reported to the new PDS, the civilian employee's mobile home is moved at Government expense in accordance with the rules for HHG shipment in [par. 054812](#). If the civilian employee was located at a PDS in the CONUS and the dependent is at that PDS, the Government will not pay to move the mobile home for the dependent or heir.

B. OCONUS. If a civilian employee dies while located OCONUS, the Government will move a mobile home left behind in the CONUS for the dependent or heir to the civilian employee's actual residence or an alternate destination. The allowable expenses are limited to the cost of transportation to the civilian employee's actual residence. Travel and transportation must begin within 1 year from the date of the civilian employee's death. A 1-year extension may be granted if requested by the family or heir before the expiration of the 1-year limit.

0545 REAL ESTATE ALLOWANCES

An eligible civilian employee is authorized reimbursement for certain expenses incurred for the sale of a residence, the settlement of an unexpired lease on a residence, the settlement of an unexpired lease on a lot on which a mobile home used as a residence was located at the old PDS, or the purchase (including construction) of a residence at the new PDS. These types of events are referred to as "residence transactions." Real estate allowances may be authorized after the civilian employee has signed the required service agreement and met the requirements in this section. A civilian employee may not receive an advance for residence-transactions expenses.

054501. Requirements for Reimbursement of Residence Transactions

A. Eligibility. A PCS must be authorized or approved to receive reimbursement for expenses. The old PDS and new PDS must be located in the CONUS or non-foreign area OCONUS, except as specified in [par. 054502](#). The dwelling at the old PDS must be the civilian employee's actual residence when he or she is informed of a definite transfer to a new PDS. The residence is the place from which the civilian employee regularly commutes to and from work on a daily basis. Weekend travel does not qualify. The residence may be a mobile home or the lot where that mobile home is located or will be located. It includes the dwelling where a civilian employee's dependent resides or will reside if the PDS is in a remote area where adequate family housing is not available within reasonable commuting distance. The AO must determine that the residence reasonably relates to the PDS. For a civilian employee transferring from a foreign PDS, the new PDS is the location where the civilian employee reports for duty when reassigned or transferred from a foreign area. The following individuals are ineligible for reimbursement of residence transactions:

1. A new appointee assigned to a first PDS.
2. A civilian employee transferred from or to a foreign PDS, except for a civilian employee eligible for reimbursement of residence transaction expenses under [par. 054502](#).
3. A civilian employee at a training location who is authorized dependent and HHG transportation to or from the training location when such transportation is authorized instead of per diem or actual expense allowances under the provisions of [section 0326](#).
4. A civilian employee, assigned to a post of duty OCONUS, returning for separation.
5. A civilian employee performing RAT and whose return to a different non-foreign PDS OCONUS does not meet the short-distance transfer requirements in [par. 054802](#) from the old PDS to the new PDS, which are both in a non-foreign area OCONUS.
6. A civilian employee hired locally at a location in a foreign area upon transfer to a PDS in the CONUS or non-foreign area OCONUS.

B. Time Limits. The settlement dates for residential sale and purchase or lease termination must be within the time limitations in this paragraph. The settlement for the sale, purchase, or lease termination transactions should be no later than 1 year after the civilian employee's effective date of transfer. The 1-year period begins when the civilian employee's transfer becomes effective and ends on the first anniversary of that date. The commanding officer or designee may extend the 1-year period for up to an additional year. The civilian employee should submit a written request for a time extension to the appropriate authority within the initial 1-year period. The commanding officer of the activity bearing the cost may, but is not required to, take action on a request submitted more than 30 calendar days after the initial 1-year expiration date. An extension may be granted only if extenuating circumstances prevented the civilian employee from completing the residence transactions within the initial 1-year period and that the delayed transactions are reasonably related to the PCS. Costs for transactions completed after the 2-year period may not be reimbursed. There is no authority to waive the 2-year time limitation under any circumstances.

C. Title Requirements. The title to the residence at the old PDS or new PDS, or the interest in a cooperatively owned dwelling or in an unexpired lease, must be in the civilian employee's name alone, jointly in the names of the civilian employee and one or more dependents, or solely in the name of one or more dependents. At the old PDS, the civilian employee must have acquired his or her property interest before the date he or she was officially notified of the transfer. When [par. 054502](#) applies, he or she must have acquired his or her interest in the residence at the old PDS before the date the civilian employee was officially notified of the foreign-area transfer.

D. Determining Title to the Residence. The name of the party or parties on the title document (for example, the deed) determine the title to the residence. A civilian employee or dependent is deemed to have equitable title to the residence, whether or not named on the title document, as long as the property is the civilian employee's residence as specified in [par. 054501-A](#) and any of the following conditions are met:

1. Title Is Held in Trust. The property is held in trust and meets all of the following conditions:

- a. The civilian employee or dependent are the only trust beneficiaries.
- b. The civilian employee or dependent retain the right to distribute the property for life.
- c. The civilian employee or dependent retain the right to manage the property.
- d. The civilian employee or dependent is the only trust grantor or settler, or retains the right to direct property distribution upon trust dissolution or death.
- e. The civilian employee provides the DoD Component concerned with a copy of the trust document.

2. Title Is Held by Financial Institution. The title is held in the name of a financial institution and meets all of the following conditions:

- a. The civilian employee or dependent executed a financing agreement (for example, mortgage) with the financial institution.
- b. The state or local law requires that lending parties take title to perfect or protect a security interest in the property, or the financial institution requires that it take possession of the title as a

financing agreement condition.

c. The civilian employee provides the DoD Component concerned with a copy of the financing document. The DoD Component concerned may also require that the civilian employee provide proof of state or local laws governing secured credit.

3. Title Includes a Cosigner. An individual who signs a civilian employee's financing agreement (for example, a mortgage) to lend a name (for example, credit) to the arrangement is often referred to as a "cosigner" on the financing agreement. If the title is held both in the name of the civilian employee individually, or the civilian employee and one or more dependents jointly, or one or more dependents and a cosigner who is not a dependent and meets all of the following conditions:

a. The civilian employee or dependent has the right to use the property and to direct property distribution or transfer from one party to another.

b. The lender requires the cosigner's signature on the finance document.

c. The civilian employee or dependent is liable for payments under the financing arrangement.

d. The cosigner's name is on the title.

e. The cosigner's does not have a financial interest in the property unless the civilian employee or dependent defaults on the financing arrangement.

f. The civilian employee provides the DoD Component concerned with acceptable documentation. The documentation may include a copy of the financing document or a written statement from the civilian employee certifying that the conditions in [par. 054501-D3](#) apply. The documentation also may include a written statement from the cosigner certifying no financial interest in the property and any other documentation that the DoD Component concerned may require.

4. Title Is Held by Property Seller. The property seller holds the title and meets all of the following conditions:

a. The civilian employee or dependent has the right to use the property and to direct property distribution or transfer from one party to another.

b. The civilian employee or dependent signed a financing agreement (for example, a land contract) with the property seller providing for fixed periodic payments and title transfer to the civilian employee or dependent upon completion of the payment schedule.

c. Civilian employee provides the DoD Component concerned with a copy of a financing agreement.

5. Other Equitable Title Situations. The title is held only in the civilian employee's name or a dependent's name, or jointly by the civilian employee and dependent. The title also is held by an individual who is not a dependent. In addition to these factors, all of the following conditions must be met:

a. The civilian employee or dependent has the right to use the property and to direct distribution or transfer from one party to another.

b. Only the civilian employee or dependent has made payments on the property.

c. The civilian employee or dependent receives all proceeds from the property sale.

d. The civilian employee provides documentation acceptable to the DoD Component that the above conditions have been met. Supporting documentation must include financial documents proving that only the civilian employee or dependent made payments on the property, and that the civilian employee or dependent received all proceeds from the property sale. The civilian employee must provide any other documentation required by the DoD Component concerned.

E. Pro Rata Reimbursement. A civilian employee is reimbursed only for expenses that he or she, or a dependent, actually incurred and paid. If persons other than the civilian employee or dependent shared any expenses, reimbursement is limited to the portion actually paid by the civilian employee or dependent. If a civilian employee or dependent share title to a residence with someone else, or if a civilian employee has equitable title interest under [par. 054501-D](#), the civilian employee is reimbursed on a pro rata basis (proportional share) to the extent of his or her actual or deemed title interest in the residence. Additionally, a civilian employee is reimbursed on a pro rata basis in the following situations:

1. The residence is a duplex or other type of multiple occupancy dwelling that is occupied only partially by the civilian employee, or whenever the civilian employee shares responsibility for a leased property (for example, a shared apartment arrangement).

2. A residence is bought or sold with more land than reasonably relates to the residence site.

F. Property Management Services Selected and Subsequent Residence Sale. A civilian employee who chooses property management services after the DoD Component offers them may later choose to sell the residence per [par. 054504-B](#) within the applicable time limitation and requirements for reimbursement. The reimbursement, including the amount previously paid for property management services, is limited to the reimbursement limitations in [par. 054504-F](#). This authority does not extend to a civilian employee enrolled in the Home Sale Program or apply to property at a foreign location OCONUS.

054502. Transfer from a Foreign PDS to a PDS in the CONUS or Non-Foreign PDS OCONUS

A. Eligibility

1. A civilian employee who completes an agreed-upon tour of duty at a foreign PDS and is reassigned or transferred to a PDS in the CONUS or non-foreign PDS OCONUS is authorized reimbursement of costs for residence transactions. All of the following conditions must apply:

a. The new PDS is not the same PDS from which the civilian employee was reassigned or transferred to the OCONUS PDS.

b. The distance between the residence, the old PDS, and the new PDS must meet the criteria in [par. 054802](#) for a short-distance transfer.

c. The civilian employee signs a service agreement to the new PDS.

2. A civilian employee who was not initially a civilian employee and, after signing a service

agreement in connection with a transfer from a PDS in the CONUS or non-foreign PDS OCONUS to the foreign PDS, was moved to the foreign PDS at Government expense under a civilian PCS travel order is ineligible for real estate allowances. The following people are also ineligible:

a. A locally hired civilian employee in [par. 054908](#) who meets any of these criteria:

(1) Is a former member of the U.S. Armed Forces.

(2) Is not a former member of the U.S. Armed Forces, unless the individual was a civilian employee of an Agency who was initially transferred from a PDS in the CONUS or non-foreign area OCONUS to the foreign PDS.

(3) Accompanied or followed the spouse to the area OCONUS.

b. A civilian employee hired in the CONUS or non-foreign area OCONUS for assignment to a first PDS that is in a foreign area.

c. A former civilian employee with a break in service who is rehired in the CONUS or in a non-foreign area OCONUS for assignment to a first PDS that is in a foreign area.

B. Reimbursable Expenses

1. Expenses incurred for a residence sale or the settlement of an unexpired lease at the PDS from which the civilian employee was transferred when assigned to a foreign PDS are reimbursable. Expenses incurred for a residence purchase at the new PDS are also reimbursable.

2. Expenses may not be reimbursed for a real estate transaction that occurs before the civilian employee officially receives notification, ordinarily in the form of a PCS travel order, that reassignment or transfer is to a different PDS in the CONUS or non-foreign area OCONUS.

054503. Residence Sale in Anticipation of Transfer

A. Following Base-Closure Announcement. A civilian employee is authorized reimbursement for real estate expenses incurred before, and in anticipation of, a transfer if administrative intent to transfer the civilian employee is evident when the expenses are incurred. The announcement of a base closure, accompanied by an offer to assist in finding a new position for an affected civilian employee, is evidence of the intent to relocate. Registering a civilian employee in the Priority Placement Program (PPP) constitutes an offer to assist in finding a new position. A civilian employee, registered in the PPP or other placement program, who sells a residence in anticipation of a PCS is authorized reimbursement for residence sale expenses when transferred to a new PDS, if otherwise eligible. Each civilian employee should be cautioned that eligibility for real estate expenses reimbursement exists only if the civilian employee is subsequently employed in a position that involves a PCS with a service agreement. If the PCS is to a foreign area, reimbursement for the expenses may be made only after the civilian employee completes a tour of duty in the foreign area and a subsequent transfer to a different PDS in the CONUS or non-foreign area OCONUS in [par. 054502](#).

B. Civilian Employee Officially Notified of Return to a Different PDS in the CONUS or Non-foreign Area OCONUS. A civilian employee who is notified officially that his or her return will be to a different PDS in the CONUS or non-foreign area OCONUS may sell the residence at the former PDS in the CONUS or non-foreign area OCONUS following receipt of official notification. Reimbursement for

real estate expenses must follow [section 0545](#) upon completion of a tour of duty in the foreign area and subsequent transfer to a different PDS in the CONUS or non-foreign area OCONUS. Each civilian employee should be cautioned of the following:

1. Reimbursement is not allowed for any real estate transaction that occurs before official notification that the civilian employee's return will be to a PDS other than the one from which transferred to the foreign PDS. A travel order transferring the civilian employee from a foreign PDS to a PDS other than the one from which the civilian employee was transferred to the foreign PDS ordinarily constitutes official notification.
2. Reimbursement must not be made until the civilian employee is transferred back to a PDS in the CONUS or in a non-foreign area OCONUS.
3. Reimbursement must not be made for the transfer to the foreign-area PDS, even though the civilian employee is notified at that time that his or her return will not be to the same PDS after completing the foreign assignment.
4. Reimbursement is not allowed for a civilian employee who returns to the actual residence for separation.

054504. Allowable Reimbursable Expenses for Sale or Purchase of Residence

A. Broker's Fees or Real Estate Commission. A broker's fee or real estate commission for services in selling the residence is reimbursable, but limited to rates generally charged for such services in the old PDS locality. No such fee or commission is reimbursable for the new PDS home purchase.

B. Advertising and Selling Expenses. Customary costs of appraisal and costs of newspaper, bulletin board, multiple-listing services, or other advertising for selling the residence at the old PDS are reimbursable if not included in a broker's fee or real estate agent's commission.

C. Legal and Related Costs. To the extent they are not included in broker's fees or similar services reimbursed under other categories, the following expenses are reimbursable for selling a residence if customarily paid by the seller at the old PDS, and purchasing a residence if customarily paid by a purchaser at the new PDS. Payable expenses are limited to the amounts customarily charged where the residence is located:

1. Searching title, preparing abstract and legal fees for a title opinion, or where customarily furnished by the seller, the cost of a title insurance policy.
2. Preparing conveyances, other instruments, and contracts.
3. Related notary fees and recording fees.
4. Making surveys and preparing drawings or plats when required for legal financing purposes.
5. Special services when the transferred civilian employee is unable to physically attend settlement, and services were procured by the transferred civilian employee or someone working with the civilian employee (not the lender), and if the special services are necessary for reasons other than personal preference. This includes a fee for courier delivery, or similar service, or the cost of preparing a power of

attorney.

6. When a single over-all legal fee is charged, that fee may be paid without itemization if it is within the customary range of residence transaction charges in that location. Litigation costs are not reimbursable.

7. Similar expenses.

D. Miscellaneous Expenses. The expenses listed below are reimbursable for selling a residence if customarily paid by a seller at the old PDS, or purchasing a residence if customarily paid by a buyer at the new PDS, within specifically stated limitations. In the absence of limitations, amounts customarily paid in the location of the residence are reimbursable with the following appropriate supporting documentation provided by the civilian employee:

1. Federal Housing Administration or VA fee for a loan application.

2. Loan origination fees and similar charges, such as loan-assumption fees and loan-transfer fees. Reimbursement for a loan assumption fee, a loan transfer fee, or a similar charge also may be allowed if it is assessed instead of a loan origination fee and reflects charges for services similar to those covered by a loan origination fee. A civilian employee may be reimbursed for these fees limited to 1% of the loan amount without itemization of the lender's administrative charges. Reimbursement may be for more than 1% only if a civilian employee shows by clear and convincing evidence that the higher rate does not include prepaid interest, points, or a mortgage discount; and the higher rate is customarily charged in the location of the residence.

Note: A loan origination fee is a fee paid by a borrower to compensate a lender for administrative-type expenses incurred in originating and processing a loan.

3. Cost of preparing credit reports.

4. Mortgage and transfer taxes.

5. State revenue stamps.

6. Other fees and charges similar in nature to those listed above, unless specifically prohibited in [par. 054505](#) below.

7. Charge for prepayment of a mortgage or other security instrument for the sale of a residence at the old PDS to the extent the terms in the mortgage or other security instrument provide for this charge. This prepayment penalty is also reimbursable when the mortgage or other security instrument does not specifically provide for prepayment, provided the lender customarily charges this penalty. In this case, the reimbursement is limited to 3 months' interest on the loan balance.

8. Mortgage title insurance policy paid for by a civilian employee on a residence he or she purchased that is required by the lender.

9. Owner's title insurance policy, provided it is a prerequisite to financing or transferring property or the owner's title insurance policy cost and is inseparable from the other insurance costs.

10. Expenses for construction of a residence comparable to reimbursable expenses for the

purchase of an existing residence.

11. Expenses for environmental testing and property inspection fees when required by Federal, state, or local law, or by a lender as a precondition to sale or purchase. Environmental protection fee if required as a condition of the mortgage.

E. Incidental Expenses. Incidental charges made for required services in selling and purchasing residences are reimbursable if they are customarily paid by a seller at the old PDS or if customarily paid by a purchaser at the new PDS, limited to amounts customarily charged in the location of the residence.

F. Reimbursement Limit. Total reimbursement is limited to 10% of the actual sale price of the residence at the old PDS and 5% of the purchase price of a residence at the new PDS.

054505. Non-Reimbursable Expenses for Sale or Purchase of a Residence

A. General Non-Reimbursable Expenses. Except as otherwise provided in [par. 054504](#), the following expenses are not reimbursable:

1. Owner's title insurance policy, "record title" insurance policy, mortgage insurance or insurance against loss or damage of property, and optional insurance paid for by a civilian employee for the purchase of a residence at the civilian employee's discretion.
2. Interest on loans, points, and mortgage discounts.
3. Property taxes.
4. Operating or maintenance costs.
5. No fee, cost, charge, or expense determined to be part of the finance charge under the Truth in Lending Act ([15 U.S.C. §1601](#)), and Regulation Z issued in [12 CFR §226](#), unless specifically authorized in [par. 054504-D](#) above.
6. Expenses that result from residence construction that are not comparable to the expenses for purchasing an existing residence.
7. VA funding fee.

B. Losses Due to Prices or Market Conditions. Losses may not be reimbursed when caused by failure to sell a residence at the old PDS at the price asked, at its current appraised value, or at its original cost. Losses due to failure to buy a dwelling at the new PDS at a price comparable to the selling price of the residence at the old PDS, or any similar causes, also are not reimbursed.

054506. Procedure and Claim Requirements for Sale or Purchase of Residence Reimbursement

A. Application for Reimbursement of Expenses. A civilian employee must prepare and submit [DD Form 1705](#) (Reimbursement for Real Estate Sale and/or Purchase Closing Cost Expenses) to be reimbursed for expenses.

Table 5-95. Required Supporting Documents for Real Estate Transactions

1	Selling a Residence	a. Sales agreement. b. Mortgage document. If a prepayment fee is claimed, the document must include the payment terms. c. Property settlement document and approved claim application if there has been a prior claim settlement for a residence purchase. d. Title document (for example, the deed) necessary to determine title to the residence as required in par. 054501-D. e. Paid invoices or receipts of \$75 or more for each additional claimed expense item.
2	Purchasing a Residence	a. Purchase agreement. b. Finance charge disclosure statement when provided by a lending institution in compliance with Public Law 90-321 (Consumer Credit Protection Act). Property settlement document and approved claim application if there has been a prior claim settlement for a residence sale. d. Title document (for example, the deed) necessary to determine title to the residence as required in par. 054501-D. e. Paid invoices or receipts of \$75 or more for each additional claimed expense item. f. Loan closing statement.

B. Review and Approval of Reasonable Charges.

1. An official designated by the commanding officer of an activity must review the expenses claimed and the supporting documentation. The reviewing official must determine if the expenses claimed are reasonable in amount and customarily paid by the seller or buyer (as appropriate) in the location of the property.

a. The reviewing official may use the service of available legal officers in determining whether any claimed item is an authorized real estate expense or a finance charge under the Truth in Lending Act ([15 U.S.C. §1601](#)).

b. The local real estate association should be contacted for a schedule of typical closing costs for local single-family property purchases and sales. The local real estate association also may provide information concerning local real estate transaction custom and practices, including information about which costs are paid by the buyer and which costs are paid by the seller. These closing costs should be used as guidelines but not as rigid limitations in determining if the expenses claimed are reasonable.

c. The reviewing official must attach to DD Form 1705 an explanation regarding any disallowance, reduction, or adjustment of cost items. Any portion of costs determined to be excessive, or for which a satisfactory explanation cannot be obtained, must not be approved. For approved expense items, the reviewing official must indicate the authorized amount, sign DD Form 1705, and return the entire claim to the official from whom it was received at the civilian employee's new duty location.

d. If a reviewing official determines that the DD Form 1705 cannot be approved due to incomplete documentation, or other reasons, the reviewing official must return the claim with an explanatory letter to the official from whom it was received at the civilian employee's new PDS.

2. The official at the new duty location must forward the claim to the appropriate payment official for payment approval if the claim was approved. If the reviewing official determined a claim is not payable, the official at the new duty location must forward any attached explanatory letter to the civilian employee. See the [DoD Financial Management Regulation, Vol. 9, Chapter 6](#) (Permanent Duty

Travel), for claim submission.

054507. Allowable Reimbursable Expenses for an Unexpired Lease Settlement

A. Conditions for Reimbursement. Expenses, including broker's fees for obtaining a sublease or charges for advertising an unexpired lease, incurred for settling an unexpired lease (including month-to-month rental) on a residence occupied by a civilian employee at the old PDS are reimbursable when all of the following conditions apply:

1. Applicable laws or the lease terms provide for payment of settlement expenses.
2. They cannot be avoided by subleasing or other arrangement.
3. The civilian employee has not contributed to the expense, for example, by failing to give appropriate lease termination notice promptly after the civilian employee receives official notification of the date of transfer.
4. The broker's fees or advertising charges are limited to those customarily charged for comparable services in that locality.

B. Claim Requirement. A civilian employee must submit a claim following the directions in the [DoD Financial Management Regulation, Vol. 9](#) (Travel Policy), for reimbursement of costs incurred for settlement of an unexpired lease. Allowable cost items are limited to those payments made by the civilian employee that represent unavoidable expense directly attributable to lease termination before the expiration date. The total expenses amount must be entered on the travel voucher. The civilian employee must be prepared to provide the following documentation:

1. A copy of the lease specifying penalties or other costs payable if occupancy is terminated before the lease expiration date.
2. A statement of the extent of bona fide attempts made to avoid penalty costs if the lease includes a savings provision for subleasing or making other arrangements to avoid penalty costs.
3. An itemization of expenses and necessary explanations for clarification of penalty costs and paid receipts for each expense item.

Note: For authority to reimburse a civilian employee for a lease penalty expense incurred for early termination of a lease in connection with a transfer to or from a foreign area, see the DSSR.

0546 RELOCATION SERVICES

A DoD Component may offer relocation services to a civilian employee if he or she transfers from one PDS to another in the Government's interest and signs a service agreement. A service agreement is not required for property management services for a TCS (see [par. 053714](#)). A transfer is not in the Government's interest and relocation services are not authorized if the transfer is primarily for the civilian employee's convenience or benefit or at the civilian employee's request. Applying for a vacancy announcement is considered in the Government's interest. Relocation services are not authorized for a new appointee, a civilian employee assigned under the Government Civilian Employees Training Act ([5 U.S.C. §4-109](#)), or a civilian employee assigned or transferred to or from a foreign PDS except when he or she is eligible for reimbursement of residence-transaction expenses and property management services

in [par. 054602](#). If a civilian employee violates the service agreement terms, the Government may recover from the civilian employee all payments made on his or her behalf to the relocation company (see [section 0549](#)). When relocation services are authorized, the civilian employee has the option to accept or decline such services.

054601. Acceptance of Relocation Services

When a civilian employee accepts relocation services, he or she may not be reimbursed for expenses authorized elsewhere in the JTR that are similar to those paid under the relocation services contract.

A. Real Estate. An eligible civilian employee must meet the title requirements in [par. 054501-C](#). If persons other than the civilian employee or dependent shared any expenses, payment is limited to the portion actually paid by the civilian employee or dependent.

B. Travel Order. Relocation services authorization must be on the original PCS order, even if contingent on circumstances, such as hardship situations after aggressive attempts to sell the home. The funding activity may make an exception if a mandatory authorization, such as a move related to BRAC, was omitted inadvertently or through error when preparing the order.

C. Relocation Services Responsibility for a Civilian Employee. The Government will pay a relocation services company actual expenses incurred in connection with the purchase of a civilian employee's home, limited to a maximum home value of \$750,000. The civilian employee is responsible for all additional costs for a home value above \$750,000. The funding activity may waive the maximum according to DoD Component regulations.

054602. Property Management Services

Property management services are intended to reduce the Government's relocation costs by using these services instead of real estate allowances. Property management services also assist the civilian employee by offsetting costs associated with retaining a residence at the old PDS in the CONUS from which the civilian employee commuted daily to the old work location when transferred to duty locations OCONUS. The services include obtaining a tenant, negotiating the lease, inspecting the property regularly, managing repairs and maintenance, enforcing lease terms, collecting the rent, paying the mortgage and other carrying expenses from rental proceeds or the civilian employee's escrow funds, accounting for the transactions, providing periodic reports to the civilian employee.

A. Eligibility. The civilian employee or a member of the civilian employee's immediate family must hold title to a residence that he or she would be eligible to sell at Government expense to receive property management services. New appointees, those assigned under the Government Civilian Employees Training Act ([5 U.S.C. §4109](#)), and civilian employees transferring between foreign PDSs are ineligible for property management services. Payment for property management services may be authorized in the following situations:

1. A civilian employee transfers in the Government's interest to a foreign PDS.
2. A civilian employee returns to a PDS in the CONUS or non-foreign area OCONUS and all of the following have occurred:
 - a. Civilian employee travel originated at a PDS in the CONUS.

- b. Civilian employee completes his or her tour of duty at the foreign PDS.
 - c. Civilian employee returns to a PDS in the CONUS or non-foreign area OCONUS other than the PDS he or she left before going to the PDS OCONUS.
 - d. The civilian employee is eligible to sell the residence at Government expense.
 3. A civilian employee transfers within the United States, including to, from, or between non-foreign areas OCONUS, and is eligible to sell a residence with Government expense reimbursement.
- B. Allowances. Property management services may be obtained under the DoD National Relocation Program contract or the civilian employee may hire a rental-agency service of his or her choice.
1. Reimbursement is for standard property management fees, limited to 10% of the monthly rental amount or up to 10% of established monthly rental value.
 2. Relocations within a foreign area, or from one foreign area to a different foreign area, do not affect previously authorized property management services for a civilian employee's residence as long as the civilian employee continues to meet the requirements of [par. 054603](#).
 3. Except for a civilian employee transferring to a foreign PDS, the use of property management services is instead of real estate allowances for the sale of the civilian employee's residence.

C. Ineligible Employee. New appointees, those assigned under the Government Civilian Employees Training Act ([5 U.S.C. §4109](#)), and civilian employees transferring between foreign PDSs are ineligible for property management services.

054603. Property Management Services for a Civilian Employee Transferred to a Foreign PDS

A DoD Component, through the Secretarial Process, may authorize property management services on behalf of a civilian employee when a transfer to a foreign PDS is in the Government's interest. Property management services may be authorized only on a residence at a civilian employee's last PDS in the CONUS or non-foreign PDS OCONUS from which the civilian employee transferred to a foreign PDS, and only after he or she signs a service agreement.

A. Property Management Services Duration. Property management services may be made from the time a civilian employee transfers to a foreign PDS until one of the following occurs:

1. The civilian employee transfers back to a PDS in the CONUS or non-foreign PDS OCONUS.
2. The civilian employee completes the tour of duty at the PDS and remains there, but does not sign a new service or renewal agreement.
3. The civilian employee separates from Government service.

B. Property Management Services Continuation. To ensure that property management services continue after completing a tour of duty, a civilian employee must sign a new service agreement that

includes property management services continuation. The continuation of property management services is at the command's discretion.

054604. Property Management Services for a Civilian Employee Transferred to a PDS in the CONUS or Non-Foreign PDS OCONUS

A. Eligibility. Property management services must be more cost-effective for the Government than the sale of the civilian employee's residence. The civilian employee must have signed a service agreement for a PCS within the CONUS or non-foreign area OCONUS. A civilian employee who transfers back to a different PDS in the CONUS or a non-foreign area OCONUS after a foreign assignment may also be authorized property management services.

B. Allowances. A civilian employee is not required to repay the cost of property management services when he or she transfers to the CONUS or non-foreign area OCONUS after a foreign assignment and does not return to the PDS where the home is located, then chooses to sell the residence.

1. Property management services are limited to 1 year from the civilian employee's transfer effective date. For transfers when both PDSs are in the CONUS or non-foreign area OCONUS, an extension under [par. 054501](#) may be authorized, limited to 1 additional year.

2. A civilian employee, who is offered and accepts property management services, may later choose to sell the residence within the applicable time limit for completion of real estate transactions, with the Government reimbursing expenses per DoD Component regulations. This authority does not extend to a civilian employee enrolled in the Home Sale Program. Government reimbursement for expenses related to selling a residence is limited to the maximum amount for real estate transactions, less the amount paid for property management services. If the amount paid for property management services is greater than or equals the maximum amount allowed for a real estate transaction, no reimbursement is authorized for residence sale.

054605. Property Management Services for a Civilian Employee Authorized a TCS

A. TCS Property Management Services. A civilian employee, authorized property management services for a TCS under [par. 053714](#), is authorized property management services for the residence at the previous PDS in the CONUS or previous non-foreign PDS OCONUS from which the civilian employee commuted daily to the work location.

B. Property Management Services End. Authority for property management services is from the time the civilian employee transfers to the temporary official station until one of the following occurs:

1. The civilian employee transfers back to the PDS or separates from Government service.
2. The temporary official station becomes the PDS. A civilian employee, authorized property management expenses for a real estate sale when the temporary official station becomes permanent, is required to repay any property management fees paid after the effective date of the PCS.
3. The 30th month following transfer to the TCS duty location ends.

054607. Home Marketing Incentive Payments (HMIP)

The Home Marketing Incentive Payment (HMIP) significantly reduces the fees and expenses a DoD Component pays to a relocation services company and effectively lowers the relocation program cost. The DoD Component must pay a reduced fee or reduced expenses to the relocation company due to the civilian employee's independent marketing efforts. A civilian employee enrolled in the Home Sale Program is limited to the payment limitations in [par. 054607-C](#). Subsequent reimbursement is not authorized for real estate transaction and unexpired lease expense allowances or property management services after enrolling in the Home Sale Program. A DoD Component may offer a home marketing incentive to a civilian employee who is authorized to transfer and who meets the requirements for a residence sale with Government-reimbursed expenses. An HMIP is at the discretion of each DoD Agency. An HMIP may be authorized for a civilian employee of the Air Force only if he or she is traveling under civilian Career funding.

A. Definitions

1. Amended Value Sale. An "Amended Value Sale" is a home sale transaction that occurs when the relocating civilian employee receives a bona fide offer from a qualified potential buyer before the civilian employee has accepted an appraised value offer from the relocation services company. The relocation services company amends its offer to match the net outside sale price.

2. Appraised Value Sale. An "Appraised Value Sale" is a type of home sale transaction that occurs when the relocating civilian employee accepts the offer from the relocation services company to buy the civilian employee's home based upon the average of a specific number of appraisals conducted by designated certified appraisers.

3. Buyer Value Option. A "Buyer Value Option" is a home sale transaction with procedures the same as the amended value program except that the buy-out offer from the relocation services company is based on a bona fide offer received by the civilian employee from a qualified buyer after marketing by the civilian employee and before appraisals being ordered. Once the offer is determined to be bona fide, the relocation services company offers to buy the home from the civilian employee at a price based on the outside sale price.

4. Home Marketing Incentive Payment (HMIP). A "Home Marketing Incentive Payment" is a payment made to a transferred civilian employee to encourage the civilian employee to independently and aggressively market the civilian employee's residence and find a qualified potential buyer.

5. Home Sale Program. A "Home Sale Program" is a program under which a relocation services company, under contract with DoD, purchases a transferred civilian employee's residence at the higher of either a market based or appraised value offer, then independently markets, and sells the residence.

B. Payment Conditions. To qualify for an HMIP, a civilian employee must:

1. Enter the residence in the DoD Component's home sale program.
2. Independently and aggressively market the residence.
3. Find a buyer for the residence through independent marketing efforts.

4. Transfer the residence to the relocation company the buyer uses to complete the sale.
5. Meet any additional requirements established by the DoD Component.

C. Payment Limitations. The DoD Component determines the HMIP amount. If there are no savings, a home-marketing incentive may not be paid. See the DTMO website for examples. If it is paid, the payment is limited to the least of:

1. \$10,000.
2. One-half of the savings from the reduced fee expenses paid due to the civilian employee finding a bona fide buyer with whom the relocation services company closes the sale.
3. An amount within 1 to 5% of the price the relocation services company paid when it purchased the residence from the civilian employee.

D. Authorized HMIP Offices. Each DoD Component and Agency must determine whether an HMIP is authorized and make certain each affected civilian employee knows who to contact for information. The offices delegated the authority to authorize an HMIP are in [Table 5-96 \(FTR §302-14.101\(c\)\)](#).

Table 5-96. Delegated Offices for HMIP Authorization		
Service		Authority
1	Army	A commander of an Army Command, commander of an Army Service Component Command, Commander or Superintendent of a Direct Reporting Unit, and the Administrative Assistant to the Secretary of the Army (AASA). For purposes of this designation, the Principal Officials of Headquarters, Department of the Army, their staff and other elements, including Field Operating Agencies, Staff Support Agencies, and those Direct Reporting Units not listed, including the U.S. Army Acquisition Support Center, fall under the purview of the AASA. This authority may be re-delegated at the commander or Agency head's discretion, but no lower than the local commander or activity head.
2	Navy	Major Claimants.
3	Air Force*	AFPC/DPIFSA 555 E. Street West, STE 1 Randolph AFB, TX 78150-5771
4	Marine Corps	The heads of Marine Corps activities and commands.
*Only a civilian employee traveling under civilian Career funding may be authorized.		

0547 POV TRANSPORTATION

A civilian employee may receive an advance for POV transportation, limited to the estimated amount authorized. Whether in the CONUS or OCONUS, an authorized POV must be in operating order and legally titled and tagged for driving. POVs may not be shipped as part of professional books, papers, and equipment (PBP&E).

054701. POV Transportation in the CONUS

POV transportation from the old PDS to the new PDS may be authorized or approved if the civilian employee is transferred in the Government's interest, or from the actual residence to the new PDS of a

new appointee or student trainee relocating to the first PDS in CONUS, when the transportation is advantageous to the Government. A civilian employee may be reimbursed the cost of towing equipment or a car carrier used for transporting the POV to the new PDS if POV transportation at Government expense is authorized or approved. Mileage reimbursement is not allowed for the towed vehicle.

054702. Authorizing POV Transportation in the CONUS

Commanding officers, or their designated representatives, are authorized to determine eligibility to transport a POV at Government expense. Both the old PDS, or the actual residence of a new appointee or student trainee, and the new PDS must be within the CONUS. The distance the POV is shipped must be 600 or more miles.

A. Eligibility. It must be more advantageous and cost effective to the Government to transport the POV to the new PDS at Government expense and to pay for transportation of the civilian employee or immediate family by other means than to have the civilian employee or immediate family member drive a POV, or two POVs if applicable, to the new PDS.

1. Each DoD Component determines that the POV is in operating order, legally titled, and tagged for driving before POV transportation within the CONUS, and that the traveler cited on the relocation travel order is licensed to drive the POV.

2. The Service or Agency determines the number of POVs authorized transportation at Government expense, limited to two. Two POVs can be authorized only when at least two licensed drivers are on the relocation travel order.

B. Mandatory Cost Comparison. For each travel order, an AO must consider the cost of POV travel, the cost of transporting the POV, travel costs if the POV is transported, and the productivity benefit from the civilian employee's accelerated arrival at the new PDS. Performing a cost comparison is mandatory for each order.

054703. Shipment Methods in the CONUS

A. Government or Civilian Employee Arranges POV Transportation. When the Government arranges POV transportation, the Transportation Officer determines the transportation mode. Shipment procedures must follow the regulations in [DTR 4500.9-R](#). When POV shipment is authorized at Government expense and the civilian employee personally arranges the POV transportation, reimbursement is limited to the civilian employee's actual expenses, limited to the POV transportation cost from the authorized origin to the authorized destination.

B. Specially Equipped Automobile. The DoD Component may arrange transportation for a specially equipped automobile between PDSs in the CONUS on behalf of a traveler with a disability. The transportation must be for a PCS. If the civilian employee personally procures transportation, then the reimbursement for the POV is for the actual expenses, limited to what it would have cost the Government to transport the POV. The primary consideration for transporting a specially equipped automobile must be that it is cost beneficial as determined through the Secretarial Process. Reimbursement must constitute a reasonable accommodation to the traveler and must not impose undue hardship on the DoD Component's personnel relocation program.

054704. POV Transportation OCONUS

Transportation allowances for shipping a POV are authorized unless restricted by the AO, Service or Agency regulations, or the local government OCONUS. POV transportation allowance are discretionary. Only one POV may be transported at Government expense to, from, or between locations OCONUS. A POV is limited to a gross shipping size of 20 measurement tons (800 cubic feet) or less. A civilian employee who ships a larger POV that otherwise qualifies for shipment at Government expense is financially responsible for all costs resulting from the excess POV size. POV transportation is not authorized if the civilian employee or a dependent can use hard-surfaced, all-weather highways and ferries to drive the POV to the PDS, unless the Service or Agency determines it is to the Government's advantage. See Chapters 2 and 3 for transportation by car ferry and to [section 0539](#) for per diem while on a car ferry.

054705. Eligibility Determination for POV Transportation OCONUS

Commanding officers, or their designated representatives, who assign civilian employees OCONUS determine civilian employee eligibility for POV transportation at Government expense. Authorizations must comply with the criteria in this section and ensure consistent treatment of all DoD civilian employees. Commanding officers, or their designated representatives, in the CONUS who assign civilian employees OCONUS must comply with the eligibility criteria established for the specific area OCONUS and obtain clearance from the appropriate command OCONUS. When the civilian employee agrees to serve a succeeding tour of duty at the same or another PDS OCONUS, the commanding officer must determine that it is still in the Government's interest for the civilian employee to retain the POV at the PDS. A written record of any determination must be filed according to personnel directives.

A. Determination of Government Interest. All of the following conditions must be met to determine that it is in the Government's interest for a civilian employee to have a POV at the PDS OCONUS:

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

B. Specific to Civilian Employee Assigned to Johnston Island

1. A civilian employee may transport one POV at Government expense from the port or vehicle processing center (VPC) serving the old PDS to the port or VPC serving Hawaii, if the dependents reside in Hawaii during the tour of duty.
2. When reassigned from Johnston Island to a new PDS, the civilian employee may transport one POV from the port or VPC serving Hawaii to the port or VPC serving the new PDS or an alternate

port or VPC.

3. The civilian employee may be authorized POV transportation when he or she is assigned to Johnston Island, had a POV transported to Hawaii, and is returning to the CONUS due to transfer or upon completion of a tour of duty.

4. The civilian employee may be authorized POV transportation when he or she did not complete a tour of duty on Johnston Island, had a POV transported to Hawaii, and is returning due to transfer for the Government's convenience and not at personal request.

5. The civilian employee is financially responsible for all excess costs of transporting the POV from the port or VPC serving Hawaii to the port or VPC from which the POV was originally transported to Hawaii.

6. When a civilian employee is assigned on Johnston Island, POV transportation may be authorized to the CONUS at the civilian employee's request if the POV was transported to Hawaii and he or she transfers to another PDS OCONUS where it is not in the Government's interest to have a POV.

C. General Rules for POV Transportation Involving a Location OCONUS

1. When a civilian employee is at a PDS OCONUS and he or she is transferred to another PDS OCONUS where it is not in the Government's interest to have a POV, POV transportation may be authorized to the CONUS at the civilian employee's request if it was initially in the Government's interest for the civilian employee to have a POV.

2. When a civilian employee is at a PDS OCONUS where it was initially in the Government's interest for the civilian employee to have a POV and circumstances change so that it is no longer in the Government's interest for the civilian employee to have a POV, POV transportation may be authorized. The civilian employee may choose to keep the POV at the PDS or to have it shipped back at Government expense to the port or VPC serving the actual residence.

3. A POV may be authorized in any of the following situations when a civilian employee:

a. Transfers or is assigned from a PDS in the CONUS to a PDS OCONUS, meets the eligibility criteria in [par. 054705](#), and signs a service agreement.

b. Transfers or is assigned from a PDS OCONUS to another PDS OCONUS, meets the eligibility criteria in [par. 054705](#), and signs a service agreement.

c. Is at a PDS OCONUS where it was initially not in the Government's interest for the civilian employee to have a POV and circumstances change so that it is later in the Government's interest for the civilian employee to have a POV, meets the eligibility criteria in [par. 054705](#), and signs a service agreement.

d. Completes a tour of duty at a PDS OCONUS where it was in the Government's interest for the civilian employee to have a POV and is returning to the CONUS due to a transfer or upon completion of duty.

e. Does not complete a tour of duty at a PDS OCONUS where it was in the Government's interest for the civilian employee to have a POV and is returning due to a transfer for the Government's convenience and not at personal request.

D. POV Transportation not Authorized

Table 5-97. POV Transportation not Authorized		
If a civilian employee...		Then POV transportation ...
1	is recruited at a location OCONUS for a first PDS duty in the CONUS,	is not authorized.
2	ships a POV from a PDS OCONUS due to the return of a dependent to the United States before he or she is eligible for POV transportation,	is not authorized, unless determined that it is in the Government's interest.

054706. Care and Storage for POV Transportation OCONUS

The Government's responsibility for care and storage of the POV begins when it is accepted for transportation and continues until the POV is delivered to the civilian employee at the destination or a commercial warehouse. If the civilian employee does not claim the POV within a reasonable time after notification of arrival is given, as determined by the port commander, it may be placed in commercial storage at the civilian employee's expense.

054707. Shipment Methods OCONUS

If the Government arranges transportation, the Transportation Officer determines the transportation mode following the POV transportation regulations in [DTR 4500.9-R](#). If a civilian employee is authorized POV transportation at Government expense and then personally arranges the transportation, reimbursement is for the civilian employee's actual expenses, limited to the POV transportation cost from the port or VPC serving the authorized origin point to the port or VPC serving the authorized destination. A civilian employee who contracts directly with a shipping company for POV shipment is entirely responsible for all issues related to the Status of Forces Agreement, the use of U.S. carriers, import and export processes, and any tariffs, customs, or other related issues. If Service regulations require, preference also must be given to Voluntary Inter-modal Sealift Agreement ship carriers when available.

054708. Ports and Vehicle Processing Centers (VPCs) for POV Transportation OCONUS

A. Ports Used. POV transportation at Government expense is authorized between the port or VPC serving the origin point and the port or VPC serving the civilian employee's new PDS. For a civilian employee assigned to Johnston Island, transportation at Government expense is to the point or VPC serving Hawaii if a dependent resides in Hawaii during the tour. The Service concerned designates ports and VPCs used for loading and unloading POVs transported under this section.

1. A POV may be transported to an alternate designated port or VPC, but the Government's liability for transportation costs is limited to the cost between the ports or VPCs serving the old PDS and new PDS. For a civilian employee assigned to Johnston Island, the Government's liability for transportation costs is limited to the cost to transport the POV from the authorized port or VPC.

2. When a civilian employee is authorized to return a POV at Government expense from the location OCONUS to which it was transported, the POV may be transported from the port or VPC serving that PDS. For a civilian employee assigned to Johnston Island, he or she is authorized to return a POV from the authorized port or VPC in Hawaii to the port serving the new PDS.

3. The civilian employee may drive or transport the POV to a different port or VPC serving

the destination specified by the civilian employee. The Government's liability for transportation costs must not be higher than the transportation costs from the port or VPC serving the civilian employee's old PDS to the port or VPC serving the authorized destination, which is either the new PDS or actual residence.

B. POV Transportation to and from Ports

1. POV transportation at Government expense is limited to over-water movement from an appropriate loading port or VPC in the CONUS to an appropriate unloading port or VPC serving the PDS OCONUS and return.

2. POV movement can be between appropriate ports or VPCs serving PDSs OCONUS.

3. POV movement can be from the appropriate loading port or VPC serving the civilian employee's last PDS to the unloading port or VPC serving the civilian employee's new PDS.

4. Transportation at Government expense includes port handling charges for readying the POV for shipment at the loading port or VPC and use at the unloading port or VPC.

5. If no port or VPC is at the point of origin or destination, the DoD Component must pay the entire cost of transporting the POV:

a. From the old PDS or the actual residence at the time of employment.

b. To the port or VPC serving the old PDS or actual residence.

c. From the port or VPC to the new PDS OCONUS.

d. Upon return due to a PCS or for separation, to the actual residence at the time of appointment or assignment to a PDS OCONUS.

6. Shipment may not be authorized at Government expense for the civilian employee's convenience. If assigned to Johnston Island, see [par. 054705-B](#).

054709. Reimbursement for POV Delivery and Pick-up

A. Civilian Employee Pays for POV Transportation. A civilian employee may be reimbursed if he or she pays another individual to drive the POV or arranges to have the POV transported commercially to or from the port or VPC. Reimbursement is limited to the actual cost of having the POV transported between any of the following:

1. The civilian employee's old PDS, or actual residence at the time of appointment, and the authorized port or VPC.

2. The authorized port or VPC and the civilian employee's new PDS OCONUS.

3. The authorized port or VPC and the civilian employee's actual residence at the time of appointment or assignment to a PDS OCONUS, whichever is applicable, when returning by PCS or for separation.

B. Civilian Employee Makes a Separate Trip to Deliver or Pick-up a POV at the Port or VPC. City Pair Program airfares may not be used for transportation to or from the port or VPC for POV pick-up or delivery.

1. A civilian employee, or designated representative, is not authorized per diem.
2. When a civilian employee drives a POV to or from the port or VPC, the following allowances apply:
 - a. PCS MALT for the official distance from the old PDS to the port or VPC and one-way transportation costs from the port or VPC to the old PDS.
 - b. One-way transportation from the new PDS to the port or VPC to pick up the POV and PCS MALT for the official distance between the port or VPC and the new PDS.

C. POV Delivery and Pick-up as Part of PDT by POV (Other than During RAT). If a civilian employee uses a POV for PDT, he or she may be authorized reimbursement for POV delivery and pick-up during that PDT. This includes first duty-station travel, PCS travel, or separation travel. This does not include RAT.

1. Driving Reimbursement. Reimbursement is authorized at the applicable PCS MALT rate from:
 - a. The civilian employee's old PDS, or actual residence at the time of appointment, to the port or VPC.
 - b. The civilian employee's old PDS, or actual residence at the time of appointment, to the port of embarkation if the civilian employee travels there to drop off a dependent.
 - c. The port of embarkation where the civilian employee drops off a dependent to the port or VPC to drop off the POV.
 - d. The port or VPC where the civilian employee reclaims the POV to the port of debarkation if the civilian employee returns there to pick up a dependent.
 - e. The port or VPC to the new PDS.
 - f. The port of debarkation, if the civilian employee returns there to pick up a dependent, and to the new PDS.
 - g. The port or VPC to the actual residence at the time of appointment or assignment to a PDS OCONUS upon return for separation.
 - h. The port of debarkation, if the civilian employee returns there to pick up a dependent, to the actual residence at the time of appointment or assignment to a PDS OCONUS upon return for separation.

2. Transportation Reimbursement. In addition to reimbursement at the applicable PCS MALT rate, a civilian employee may be authorized payment of one of the following:

- a. The transportation cost for the civilian employee, or for the civilian employee and a

dependent, from the port or VPC where the civilian employee delivers the POV to the passenger port of embarkation.

b. PCS MALT from where the civilian employee drops off a dependent at the port of embarkation to the port or VPC where the civilian employee delivers the POV and the civilian employee's return transportation to the port of embarkation.

c. The transportation cost for the civilian employee, or for a civilian employee and a dependent, from the port of debarkation to the vehicle unloading port or VPC to reclaim the POV.

d. The civilian employee's transportation cost from the port of debarkation to the vehicle unloading port or VPC where the civilian employee reclaims the POV.

054710. POV Purchased in a Non-Foreign Area OCONUS

If a civilian employee purchases a POV in a non-foreign area OCONUS where he or she is not permanently assigned at the time of purchase, POV transportation is not authorized unless the POV is a replacement vehicle at the non-foreign PDS OCONUS. The transportation at Government expense of the purchased POV is not authorized for the civilian employee's next PCS.

054711. Delay of POV Arrival and Reimbursement for Rental Vehicle

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

054712. Replacement POV Shipment

When a POV transported at Government expense to an area OCONUS, including to Hawaii for a civilian employee assigned to Johnston Island, is no longer adequate for the civilian employee's transportation needs, replacement POV transportation may be authorized through the Secretarial Process under the following conditions:

A. U.S. Government Safety and Emission Regulations. The replacement POV available at the PDS OCONUS must meet U.S. Government motor vehicle safety and emission regulations for transportation to a location in the CONUS or a non-foreign location. A non-conforming POV is not an adequate replacement vehicle since the civilian employee would incur charges to transport the vehicle back to the CONUS. The civilian employee is responsible for any additional costs, including required bonded transport, if he or she chooses to import a non-conforming POV. See [DTR 4500.9-R, Part IV, App K3](#) (Shipping Your POV) for non-conforming POV transportation requirements.

B. Emergency Replacement. The DoD Component must decide whether the reasons for the need of a replacement POV are acceptable. The reasons must be beyond the civilian employee's control, such as when the POV is stolen, seriously damaged, destroyed, or has deteriorated due to severe climate conditions, and an adequate replacement vehicle must not be available at the PDS OCONUS to authorize an emergency replacement. One emergency replacement POV may be transported at Government expense within any 4-year continuous service period.

C. Non-Emergency Replacement. A civilian employee must be located at one or more PDSs OCONUS during a continuous 4-year period, the POV being replaced must have worn out due to age and normal deterioration, and an adequate replacement vehicle is not available at the PDS OCONUS. It must be in the Government's interest that the civilian employee continues to have a POV at the PDS

OCONUS. The Government will pay transportation costs for a non-emergency replacement of a POV no more than once every 4 years.

054713. POV Transportation for Transfer or Assignment between PDSs OCONUS

If a civilian employee transfers or receives an assignment from one PDS OCONUS to another PDS OCONUS and the civilian employee does not have a POV at the current PDS OCONUS, one POV may be transported at Government expense to the port or VPC serving the new PDS. The amount the Government pays is limited to the POV transportation cost from a designated port or VPC within the CONUS or a port or VPC in Hawaii for a civilian employee assigned on Johnston Island with a dependent who resides in Hawaii. If, due to changed circumstances at a PDS, it is no longer in the Government's interest for the civilian employee to have a POV at the PDS, the civilian employee may transport it at Government expense to the civilian employee's new PDS OCONUS, if it is in the Government's interest for the civilian employee to have the POV there. Upon completion of a tour of duty at the new PDS, a civilian employee may ship the POV at Government expense to the port or VPC serving the actual residence or serving a PDS in the CONUS. In this case, the cost is limited to the transportation cost from the place to which it was last transported at Government expense.

054714. POV Transportation if Agreement not Completed and Civilian Employee Transfers or Is Reassigned from OCONUS to the CONUS

If a civilian employee, for reasons unacceptable to the DoD Component concerned, fails to complete the tour of duty at the current PDS, and the transfer is not for the Government's convenience, the Government may not pay for POV transportation. The Government pays POV transportation if the civilian employee completed a tour of duty at a previous PDS OCONUS where it was in the Government's interest for the civilian employee to have a POV. In that case, the Government pays for POV transportation, but costs are limited to the POV transportation from the port or VPC serving the PDS where the civilian employee completed the tour of duty.

054715. POV Transportation if Agreement not Completed and Civilian Employee Returns to the CONUS for Separation

If a civilian employee, for reasons unacceptable to the DoD Component concerned, fails to complete the tour of duty at the PDS from which the civilian employee is separating, and the transfer is not for the Government's convenience, the Government may not pay for POV transportation. The Government pays POV transportation if the civilian employee completed a tour of duty at a previous PDS OCONUS where it was in the Government's interest for the civilian employee to have a POV. In that case, the Government pays for POV transportation, but costs are limited to the POV transportation from the port or VPC serving the PDS where the civilian employee completed the tour of duty. If the POV is transported to a location other than the port or VPC serving the actual residence, the Government's liability is limited to the POV transportation cost to the appropriate port or VPC serving the actual residence.

054716. POV Transportation if a Civilian Employee Separated Following Completion of the Agreed Minimum Period of Service or for Reasons Acceptable to the Government

POV transportation may be authorized for a civilian employee separating because the agreed minimum period of service is completed or for reasons acceptable to the Government. Transportation

may be authorized from the port or VPC serving the PDS OCONUS to which it was transported at Government expense to the port or VPC serving the civilian employee's actual residence established at the time of appointment or transfer to the PDS. POV transportation may be authorized to an alternate destination anywhere in the world, but the Government's POV transportation cost is limited to the cost from the port or VPC serving the civilian employee's PDS OCONUS to the port or VPC serving the civilian employee's actual residence. Any excess costs are the civilian employee's financial responsibility.

054717. Delays While Awaiting Port or VPC Reopening or POV Delivery

When PCS travel by POV is to the Government's advantage, per diem may be authorized for delays in picking up the POV that are beyond a civilian employee's control. If a civilian employee must pick up a POV at a port or VPC to continue PCS travel, the civilian employee is unable to reclaim the POV on the arrival day, and the days following the arrival day are non-workdays when the port or VPC is closed, per diem is authorized during that time. Per diem is also authorized for the days the civilian employee's POV has not been delivered to the port or VPC on the day the civilian employee arrives to reclaim it and the civilian employee awaits POV delivery to continue PCS travel. The designated port authority must certify that the civilian employee acted reasonably and prudently by remaining at the port or VPC to await the POV's arrival.

0548 OTHER CATEGORIES AND SITUATIONS

054801. First Duty-Station Travel

Travel and transportation allowances may be authorized for appointees or student trainees assigned to a first PDS. When an AO authorizes reimbursement for travel and transportation allowances, all mandatory allowances must be reimbursed. The restrictions in [par. 054802](#) for short-distance transfers do not apply to first duty-station travel. When first duty-station travel is involved, the hiring DoD Component may or may not, at its discretion, authorize or approve payment of applicable first duty-station travel and transportation allowances in [par. 054801-D](#). Each DoD Component must ensure that a new appointee is counseled as specified in [par. 053709](#) and be informed of benefits' availability and limitations.

A. Eligibility. First duty-station travel and transportation expenses may only be allowed for the following persons:

1. A new appointee to any position. For new appointees, as defined in [par. 054801-B](#), the provisions of this Part apply to relocation to the first PDS from the actual residence at the time of appointment.
2. A student trainee assigned to any position upon completion of college work.
3. Presidential Transition Team personnel newly appointed to Government service who have performed transition activities under section 3 of the Presidential Transition Act of 1963 ([3 U.S.C. §102](#)) and are appointed to Government service in the same fiscal year as the Presidential inauguration that immediately follows their transition activities. For Presidential Transition Team personnel, it is from the actual residence at the time following the most recent Presidential election, but before selection or appointment.

B. New Appointee. A civilian employee separated due to a RIF or transfer of function and who

is re-employed within 1 year after such action is not a new appointee and is treated as a transferee under [par. 053713](#) and [par. 054805](#). A new appointee includes any of the following:

1. An individual who is employed with the Federal Government for the first time.
2. Presidential Transition Team personnel (see [par. 054801-A3](#)).
3. A civilian employee returning to the Government after a break in service.
4. A student trainee assigned to the Government upon completion of college.

C. Service Agreement and Other Requirements. To receive reimbursement of allowable travel and transportation expenses, an appointee or student trainee assigned to a first PDS must sign a service agreement to remain in Government service for a 12-month minimum, beginning the date he or she reports for duty at the first or new PDS. This is required unless the civilian employee is separated for reasons beyond his or her control that are acceptable to the DoD Component concerned. If the civilian employee violates the written service agreement, including through failure to report for duty at the first or new PDS, he or she bears financial responsibility to repay any Government funds spent for travel, transportation, moving and HHG storage, and all other allowances authorized. Authorized expenses may be paid even if the civilian employee concerned has not been appointed at the time he or she travels to the first PDS, provided he or she has signed a service agreement. Travel and transportation for Presidential Transition Team personnel may take place any time following the most recent Presidential election, but expense reimbursement cannot occur until the individual's actual appointment. A student trainee may not receive payments at the time of assignment if travel and transportation expenses were paid when the trainee was appointed as a student trainee.

D. Expenses Allowed and not Allowed. The following expenses are payable when the hiring DoD Component authorizes or approves travel to the first PDS at Government expense. Not all of the listed items are applicable in every situation. An advance for allowable expenses may be made to appointees or student trainees.

Table 5-98. Allowances for Travel to the First Duty Station		
1	Authorized	a. Travel and transportation, including per diem, for the appointee or student trainee. b. Transportation for the appointee's or student trainee's dependent. c. MALT if a POV is used. d. HHG transportation and SIT. e. NTS (extended storage) of HHG if appointed to an isolated location or assigned to a PDS OCONUS. f. Mobile home transportation. g. POV shipment when authorized by the DoD Component. h. RIT allowance (expires 31 December 2025).
2	Not Authorized	a. AEA is not authorized or approved for first duty-station travel. b. Lease breaking expense. See the DSSR when PCS involves a PDS OCONUS. c. A HHT. d. TQSE. e. MEA. See DSSR Section 241.2, if the first duty station is to a duty location in a foreign area OCONUS. f. Residence sale and purchase expense. g. Per diem for dependents. h. Relocation service.

E. Reimbursement Limitations. Reimbursement is limited to the cost of allowable travel and transportation directly between the individual's actual residence at the time of selection or assignment and the PDS to which appointed or assigned. Travel may be from or to other locations, but the new appointee or student trainee is financially responsible for any excess cost involved.

F. New Civilian Employee Assigned to a PDS OCONUS. Travel and transportation allowances are from the actual residence, at the time of appointment, to the PDS OCONUS. For Presidential Transition Team appointees, this is limited to expenses incurred from the actual residence from which the civilian employee relocated to perform Presidential transition activities to the assigned PDS.

054802. Short-Distance Transfers

PCS claims for allowances authorized in an order must satisfy the requirements in this paragraph before reimbursement is allowed. Restrictions in this paragraph do not apply to first duty-station travel.

A. 50-Mile Distance Test. When a PCS is in the Government's interest, an AO may authorize or approve PCS travel and transportation allowances to a new PDS that meets the 50-mile distance test and results in a residence relocation. Ordinarily, a residence relocation is not for a PCS unless the civilian employee's proposed new residence is closer to the new PDS than the residence from which he or she commuted daily to the old PDS. If the civilian employee changes the proposed new residence location, the AO must review the change for compliance with these criteria. Non-compliance of the new residence location is grounds for denial of the various allowances.

1. The 50-mile distance test is met when the distance to new PDS from the civilian employee's current residence is at least 50 miles further than the distance between the old PDS and that same residence. The distance is the shortest of the commonly traveled routes between the PDS and the residence.

2. The AO must consider commuting time and distance between the residence at the time of PCS notification and the old PDS and new PDS and the time and distance between the proposed new residence and the new PDS to determine that the residence relocation is for a PCS.

B. Exception to Distance Requirement. On a case-by-case basis, the AO may authorize PCS expense reimbursement for PCS moves of less than 50 miles when the move is in the Government's interest. In addition, an exception may be authorized (for example, BRAC) through the Secretarial Process.

054803. Reassignment Travel from Duty OCONUS to a New or Different PDS in the CONUS not Located at the Actual Residence

If the gaining activity authorizes PCS allowances, and the civilian employee signs a service agreement, the new PDS pays the additional PCS allowances in [par. 054804-A](#) for travel from the PDS OCONUS to the new PDS, plus dependent per diem, MEA, real estate allowances, if applicable, and HHT and TQSE, if authorized. It also pays for NTS of HHG if the civilian employee is assigned to an isolated location in the CONUS.

054804. Reassignment Travel from Duty OCONUS to the Actual Residence

A civilian employee is authorized travel and transportation allowances to the actual residence upon reassignment. He or she must have a service agreement that provides for those allowances and have

served the required tour of duty in the current service agreement. The service period requirement may be waived if the separation is for reasons that are beyond the civilian employee's control and that are acceptable to his or her activity. The civilian employee is authorized travel and transportation allowances from the PDS OCONUS to the actual residence established at the time of appointment or transfer to the PDS OCONUS.

A. Losing Activity OCONUS Responsibility. Travel and transportation allowances paid by the losing activity OCONUS include the civilian employee's and dependent's transportation, the civilian employee's per diem, HHG transportation and SIT, and POV transportation, if authorized in the Government's interest for the civilian employee to have a POV at the PDS OCONUS.

B. Gaining Activity in the CONUS Responsibility. Travel and transportation allowances paid by the gaining PDS in the CONUS include dependent per diem, MEA, and TQSE, if authorized. It also pays for NTS of HHG if the civilian employee is assigned to an isolated location in the CONUS.

054805. Movement of a Civilian Employee or Re-employed Former Civilian Employee Affected by a Reduction in Force (RIF) or Transfer of Function ([FTR §302-3](#))

An involuntary transfer due to a RIF or transfer of function is in the Government's interest and PCS allowances are authorized. When a civilian employee is assigned to any new duty location due to a RIF or transfer of function before separation, travel and transportation allowances are from the old PDS to the new PDS.

A. Reemployment after RIF or Transfer of Function. If the Federal Government rehires a former civilian employee after separation due to a RIF or transfer of function, the travel and transportation allowances are from the PDS at separation to the new PDS, provided it is within 1 year of the separation date under a non-temporary appointment and the new PDS is different from the old PDS. The new PDS must meet the distance requirements for a short-distance transfer. The civilian employee must agree in writing to remain in Government service for 12 months beginning the date the civilian employee reports for duty at the new PDS. If the civilian employee violates the written agreement, including failure to report for duty at the new PDS, any Government funds spent for authorized allowances are the civilian employee's financial responsibility.

B. Civilian Employee Transferring to the U.S. Postal Service. PCS allowances may also be authorized for a DoD civilian employee ([5 U.S.C. §5735](#)) who is scheduled for separation from DoD, other than for cause, and who is selected for and accepts an appointment to a continuing position with the U.S. Postal Service.

054806. Return from Military Duty

A civilian employee returning from military duty authorized mandatory restoration under [5 CFR §353](#), who finds that an appropriate vacancy does not exist at the PDS where the civilian employee resigned to enter the U.S. Armed Forces is restored to the same PDS. Travel and transportation allowance payment is in the Government's interest from the restoration place to a place where a suitable DoD vacancy is available.

A. Real Estate Allowances. Reimbursement is allowed for authorized real estate expenses incurred by the civilian employee for the sale or unexpired lease settlement of a residence at the former civilian PDS and the purchase of a residence at the new PDS. The criteria concerning short-distance

transfers apply. Reimbursement is prohibited for any sale, unexpired lease settlement, or purchase transaction that occurs before the civilian employee officially receives notice that he or she would be assigned to a different PDS than the one where the civilian employee resigned to enter the Armed Forces. Real estate expenses are authorized for the sale of the home occupied as a residence while serving on active military duty instead of a home at the former civilian PDS. PCS allowances are authorized from the location of the civilian employee's home used as a residence while serving on active military duty to the civilian employee's new PDS.

B. Travel and Transportation Allowances. A civilian employee returning from the location where he or she was released from duty in the U.S. Armed Forces directly to a new civilian PDS, other than the one from which the civilian employee resigned or entered leave without pay to enter the U.S. Armed Forces, has separate and distinct travel and transportation allowances. In that case, a civilian employee is authorized MEA, reimbursement of expenses for sale or purchase of a residence or an unexpired lease, and when specifically included in the PCS order, an HHT, and TQSE. Travel and transportation allowances are based on the civilian employee's status.

1. A Service member being discharged is authorized travel and transportation allowances under [Chapter 5, Part B](#) from the place released from the U.S. Armed Forces to the home of record or the place last entered active duty. If the entire cost for moving the civilian employee, any dependents, and HHG from the place of release from the U.S. Armed Forces to the new civilian PDS is provided under the civilian employee's travel and transportation allowances as a Service member being discharged, no additional payment is allowed. If the entire cost for travel and transportation is not covered under the discharge order, then the travel and transportation allowances are paid for uncovered allowable expenses under the civilian PCS order.

2. A civilian employee is allowed all of the travel and transportation allowances authorized when returning from military duty in addition to the travel and transportation allowances available for him or herself, eligible dependents, and HHG from the civilian PDS where the civilian employee resigned to enter the U.S. Armed Forces to the new civilian PDS.

054807. Waiver of Limitations for a Civilian Employee Relocating to or from a Remote or Isolated Location ([FTR §302-2](#))

PCS allowance limitations authorized in [5 U.S.C. §5721-§5739](#), and in these regulations may be waived through the Secretarial Process for any civilian employee relocating to or from a remote or isolated location who would suffer a hardship if the limitation was not waived. The official waiving PCS limitations must certify, in writing, both the waiver and the reason for the waiver. The DTMO website lists locations designated as remote or isolated, with the effective date and recertification dates, which occur every other year.

A. Requesting Designation of PDS as a Remote or Isolated Location. A request to designate a PDS as a remote or isolated location should be submitted, with justification, to the PDTATAC through the appropriate Army, Navy, Marine Corps, Air Force, or OSD member on the [Civilian Advisory Panel](#). Justification for continuing a PDS designation as an isolated or remote location must reach the PDTATAC.

B. Qualifications for Waiver. In the circumstances below, any PDS is a remote or isolated location for the waiver allowed by this paragraph, if listed on the DTMO website.

1. Daily Commuting Impractical. The DoD Component management requires the civilian

employee to remain at the PDS during the workweek as a normal and continuing part of the employment conditions and the PDS location and available transportation make daily commuting impractical.

2. Extraordinary Conditions. Due to extraordinary circumstances, the only means to travel to the PDS are by boat, aircraft, or unusual mode of transportation. The distance, time, and commuting conditions result in expense, inconvenience, or hardship significantly greater than that encountered in metropolitan-area commuting.

054808. Missing Persons

A civilian employee who is officially reported as dead, interned in a foreign country, captured by a hostile force, injured with recovery expected to require a long duration, or missing for a period of 30 or more days is considered a “missing person” in this paragraph. The DoD Component commander is responsible for administrative determinations, obtaining required authorizations or approvals, and issuing travel orders.

A. Definition. For this paragraph, a “dependent” includes:

1. A lawful spouse.
2. An unmarried child less than 21 years old, including a dependent stepchild or adopted child.
3. A dependent designated as such in official records.
4. An individual determined to be a dependent by the DoD Component head or designated representative.

B. Eligibility. Transportation at Government expense is authorized for eligible dependents, HHG, and the personal items of a civilian employee considered a missing person who meets the requirements in [par. 054812-A](#) and all of the following conditions:

1. He or she is a U.S. citizen, U.S. national, or an alien who has been admitted to the United States for permanent residence.
2. He or she is not employed part time or intermittently and must not work as locally hired labor on an hourly or per diem basis.
3. He or she has a residence at or near the place of U.S. employment or in a foreign country and is not living there solely due to the employment ([5 U.S.C. §5564](#)).

C. Allowable Expenses. Travel and transportation is allowed to the civilian employee’s actual residence or other place authorized or approved by the DoD Component. Transportation of HHG and personal items is limited to allowable weight limits. One POV may be transported if the vehicle is located OCONUS. When the civilian employee is in an “injured” status, transportation of dependents, HHG, and personal items may be authorized only if the hospitalization or treatment period is expected to be a long duration.

054809. Separation Travel from Duty OCONUS ([FTR §302-3, Subpart D](#))**A. Eligibility** (See [par. 054810](#) for a separating SES civilian employee.)

1. A civilian employee is authorized travel and transportation allowances to the actual residence upon separation from Government service if the civilian employee has resigned or been separated involuntarily. The civilian employee must have a service agreement that provides for those allowances and have served the period required in the current service agreement. The service period requirement may be waived if the separation is for reasons that are beyond the civilian employee's control and that are acceptable to his or her activity. The resignation must be executed before the civilian employee leaves the activity OCONUS.

2. If the civilian employee chooses to separate OCONUS for personal reasons, the decision must be in writing and include a statement that the civilian employee understands the loss of travel and transportation allowances.

3. A locally hired civilian employee OCONUS who is not eligible to sign an agreement is not authorized separation travel and transportation allowances.

B. Separation Travel and Transportation Allowances. The civilian employee separating from duty OCONUS is authorized travel and transportation allowances for travel from the PDS OCONUS to the actual residence established at the time of appointment or transfer to that PDS. He or she may be authorized travel and transportation allowances for travel to an alternate destination limited to the constructed cost for travel from the PDS OCONUS to the actual residence. If the civilian employee is separated from a PDS in the same locality as the actual residence or alternate location, he or she is not authorized travel and transportation allowances. If a civilian employee does not use or loses personal travel and transportation allowances, he or she is authorized travel and transportation allowances for eligible dependents and HHG, provided the travel and transportation allowances are used within a reasonable time. The circumstances of anticipated partial or delayed travel and transportation allowances use should be in writing. [Table 5-99](#) specifies which allowances are authorized during separation.

Table 5-99. Authorized Allowances when Separating		
1	Authorized	a. Civilian employee's transportation and per diem. b. Dependent transportation. c. HHG transportation. d. POV shipment, including delivery and pick-up of a POV, if a POV was determined to be in the Government's interest at the PDS OCONUS. e. RIT allowance (expires 31 December 2025).
2	Not Authorized	a. Any excess costs. b. Per diem for dependents. c. TQSE. d. MEA. e. Residence sale or purchase expenses. f. Lease-breaking expenses. g. NTS of HHG. h. Relocation services.

C. Reasonable Time Limitations. A civilian employee separating from duty OCONUS who refuses to accept or use return travel and transportation allowances after release from work status in a position OCONUS loses those allowances. The commanding officer for the activity OCONUS may

authorize a delay for a reasonable period upon receipt of a civilian employee's written request. Ordinarily, a delay of 90 or fewer calendar days is reasonable. Under unusual extenuating circumstances that, in the commanding officer's opinion, warrant a longer delay, return travel may be delayed up to 1 year from the separation date.

1. If the commanding officer at the activity OCONUS does not receive a request for delay, or if the civilian employee refuses to accept or use travel and transportation allowances by the expiration of the authorized or approved delay period, the civilian employee loses the allowances.
2. Requests for delays from a civilian employee separating OCONUS to accept private employment OCONUS or to retire locally to establish a retirement residence OCONUS must not be approved.

D. Employment in another DoD Component without a Break in Service after Separation from the Losing Activity. When a civilian employee separates from a Service or Agency OCONUS and will be employed at a location other than the place where the Government would usually return the civilian employee, the transportation costs are split between the losing activity and the gaining activity.

1. The losing activity OCONUS pays a civilian employee's travel and transportation allowances to the authorized separation destination, limited to those payable to the actual residence, even if the civilian employee is employed, without a break in service, by a different DoD Component after arrival at the authorized separation destination.
2. If the new PDS is other than at the authorized separation destination, thereby requiring additional travel, the gaining DoD Component pays travel and transportation allowances if PCS allowances are authorized. Payments are limited to the constructed travel by a direct route from the old PDS OCONUS to the new PDS, less the cost of separation travel and transportation allowances paid by the losing activity OCONUS. If the gaining DoD Component authorizes PCS allowances and the civilian employee meets eligibility requirements, the gaining DoD Component is responsible for the mandatory and any discretionary allowances authorized. The civilian employee's actual residence being the separation destination and the new place of employment, without a break in service, does not prevent eligibility for TQSE and MEA. Applicable PCS allowances are not authorized until the civilian employee signs a new service agreement.
3. When there is no break in service and the move to the new PDS is not in the Government's interest, there is no authority for other than separation travel and transportation allowances. If a break in service occurs between the separation date and the employment date, no travel and transportation allowances are payable for travel from the actual residence or authorized alternate separation destination to the new PDS CONUS unless the gaining activity authorizes travel to the first-duty station.

054810. Last Move Home for a Senior Executive Service (SES) Career Appointee upon Separation from Federal Service for Retirement

A. Eligibility. In addition to SES positions, this paragraph applies to a non-SES appointee who has a basic pay rate equal to or higher than Executive Schedule Level V, was previously an SES career appointee, and chose to retain SES retirement travel and transportation allowances under [5 U.S.C. §3392\(c\)](#). The last-move-home provisions also apply to eligible dependents of the civilian employee who satisfied the eligibility criteria and either dies in Government service or died after separating from Government service, but before travel or transportation home were completed. In the case of death in

Government service, the civilian employee must have met the requirements for being eligible to receive an annuity as of the date of death. The civilian employee must not have previously received last-move-home travel and transportation allowances upon separation from Federal service for retirement. An SES appointee must also meet the following criteria to qualify for travel and transportation allowances:

1. Civilian Employee Requirements. The civilian employee must be geographically transferred or reassigned in the Government's interest and at Government expense from one PDS to another as an SES career appointee. This includes a transfer or reassignment from any of the following:

- a. One SES career appointment to another.
- b. An SES career appointment to an appointment outside the SES at a pay rate equal to or higher than Executive Schedule Level V, and the civilian employee chooses to retain SES retirement travel and transportation allowances under [5 U.S.C. §3392](#).
- c. A position other than an SES career appointment, including an appointment in a civil service position outside the SES, to an SES career appointment.

2. Retirement or Annuity Eligibility. At the time of transfer or reassignment, the civilian employee must meet any of the following criteria:

- a. Eligible, or within 5 years of eligibility, to receive an annuity for optional retirement under [5 U.S.C. §8336 \(a\), \(b\), \(c\), \(d\), \(e\), \(f\), or \(j\)](#) (Civil Service Retirement System); or under [5 U.S.C. §8412](#) (Federal Employees Retirement System).
- b. Eligible to receive an annuity based on discontinued service retirement, disability retirement, or early voluntary retirement under OPM authority, under [5 U.S.C. §8336\(d\)](#); or [5 U.S.C. §8414\(b\)](#); or [5 U.S.C. §8410-§8425](#).

B. Ineligible Civilian Employees. An SES civilian employee who is a limited-term appointee, limited-emergency appointee, or non-career appointee is ineligible for last-move home allowances upon separation for Federal service or retirement. A limited-term appointee is a civilian employee appointed under a non-renewable appointment for a term of 3 or fewer years to an SES position and whose duties expire at the end of that term. A limited-emergency appointee is a civilian employee appointed under a non-renewable appointment, limited to 18 months, to an SES position established to meet a bona fide, unanticipated, and urgent need. A non-career appointee is a civilian who was selected to fill an SES position and who is not a career appointee, a limited-term appointee, or a limited-emergency appointee.

C. Requesting Authorization or Approval. A civilian employee who is eligible for relocation expenses may submit a request to the official designated by the DoD Component for expense authorization or approval. Ordinarily, the civilian employee should submit this request, in writing, at least 90 days before the anticipated retirement date. The family of a deceased civilian employee should submit a request as soon as practicable after the civilian employee's death. The request must include the civilian employee's name, grade, and Social Security number; the name of any spouse or domestic partner; the names and ages of dependent children; the move origin and destination; and anticipated move dates.

D. Allowable Expenses. Travel and transportation allowances are authorized for expenses incurred after the civilian employee has separated from Federal service. Any expenses incurred before actual separation are not reimbursable. When authorized or approved by the DoD Component head, travel and transportation expenses are paid for an eligible civilian employee. Allowable expenses and

provisions of these regulations that apply are in [Table 5-100](#). Travel advances are not authorized. Reimbursement is limited to the policy-constructed airfare for transportation of the civilian employee and eligible dependents.

Table 5-100. Allowances for an SES Appointee's Last Move Home		
1	Allowable	a. SES appointee transportation expenses. b. SES appointee per diem. c. Dependent transportation. d. MALT if travel is performed by POV. e. HHG transportation and SIT. f. RIT allowance (expires 31 December 2025). g. POV shipment (in accordance with par. 053609).
2	Not Allowable	a. Per diem for the civilian employee's dependents. b. TQSE. c. MEA. d. NTS of HHG. e. Real estate allowances, including lease termination. f. Relocation services.

E. Origin and Destination. The allowances listed in [Table 5-100](#) may be reimbursed from the civilian employee's PDS at separation to the place where the civilian employee chooses to reside in the CONUS or a non-foreign area OCONUS. Travel and transportation expenses may be paid from an alternate origin or more than one origin, limited to the cost that the Government would have paid if all travel and transportation had originated at the PDS where the civilian employee separated to the place where the civilian employee or the dependents will reside.

1. If the civilian employee dies before separating, or after separating but before the move is completed, expenses may be reimbursed to the place in the CONUS or non-foreign area OCONUS where the dependents choose to reside, even if different than the civilian employee's selected place.

2. If the place the civilian employee chooses to reside is within the same general local or metropolitan area that the PDS or residence was located at the time of the civilian employee's separation, the expenses authorized by this paragraph may not be paid unless the criteria for a short-distance transfer are met.

F. Time Limits. All travel and transportation must be accomplished within 6 months following the separation date, or the date of death if the civilian employee died before separating. If an extension is authorized or approved through the Secretarial Process, travel and transportation may be delayed for a longer period in unusual and extenuating circumstances, but in no case longer than 2 years from the effective date of the civilian employee's separation or the date of death if the civilian employee died before separating.

054811. Retired Civilian Employee Receives Allowances

A. Eligibility. A civilian employee who retires may be eligible to execute standard PCS travel and transportation allowances not used on his or her last PCS if all of the following are met:

1. A civilian employee met the eligibility requirements in [section 0537](#).
2. The civilian employee was authorized standard PCS travel and transportation allowances.

3. The civilian employee relocated.
4. The civilian employee completed the required service period.
5. The civilian employee did not use all of his or her authorized travel and transportation allowances.

B. Time Limit. An eligible civilian employee is authorized those remaining allowances for the standard time period after reporting for duty. He or she is eligible for the allowances even after retirement ([GSBCA 16494-RELO, November 4, 2004](#)).

054812. PCS Allowances and Transportation in connection with the Death of a Civilian Employee or Dependent

[DoDD 1300.22](#) (Mortuary Affairs) specifies the procedures for transporting the remains of a civilian employee or a dependent.

A. Remains of a Civilian Employee. When a civilian employee dies under any of the following circumstances, payment is authorized for the cost of transporting remains to the civilian employee's actual residence, PDS, or interment place, limited to the cost to the actual residence or PDS, whichever distance is greater:

1. While on a TDY order.
2. While assigned at a PDS OCONUS.
3. When absent from duty while on leave or on a non-workday when on a TDY or assigned to a PDS OCONUS.
4. When a civilian employee is reassigned away from the actual residence under a mandatory mobility agreement.
5. When performing official travel duty in direct support for a contingency operation.
6. When performing official duty on an operation in response to an emergency declared by the President.
7. When performing official law enforcement duty as a law enforcement officer in accordance with [5 U.S.C. §5541](#).

B. Remains of a Civilian Employee's Dependent. When a civilian employee's dependent dies under qualifying circumstances, the DoD Component pays the cost for transporting the dependent's remains to the dependent's actual residence, if requested by the civilian employee. If the civilian employee selects an alternate destination, and the commander, or commander's designee, approves the alternate destination, the Government's cost is limited to the cost of transportation to the dependent's actual residence. Burial expenses may not be paid when an immediate family member residing with a civilian employee dies while the civilian employee is located OCONUS. The allowances apply under any of the following circumstances:

1. While residing with the civilian employee OCONUS.

2. While in transit to the PDS OCONUS.

3. While away from a civilian employee's actual residence due to a mandatory mobility agreement executed as a condition of employment.

C. Dependent, Baggage, and HHG Transportation when a Civilian Employee Dies. When a civilian employee dies under the circumstances in 054812-A, the deceased civilian employee's dependents, baggage, and HHG may be transported at Government expense within this subparagraph.

1. While Performing Duties OCONUS

a. The Government pays the cost of return transportation of a deceased civilian employee's dependents, baggage, and HHG (including the deceased civilian employee's HHG). Transportation costs are for the cost of returning the dependents, baggage, and HHG from the place where official duties were performed (or were to be performed) by the most direct route to the deceased civilian employee's actual residence. Transportation may be to any other place designated by the commander or the commander's designee, but the Government's cost is limited to the transportation cost to the deceased civilian employee's actual residence.

b. Dependent travel and HHG transportation must begin within 1 year from the civilian employee's date of death. The commander or designee may grant one, and only one, 1-year extension if requested by the family before the end of the initial 1-year limit.

c. Except for the 1-year limit on when transportation must begin, dependent and HHG transportation is the same as for the dependent of a civilian employee eligible for separation travel and transportation from duty OCONUS. HHG SIT (limited to 60 days with an additional 90 days extension) may be authorized if approved by the Service or Agency, limited to a total of 150 days.

2. While Stationed in the CONUS. When a civilian employee stationed in the CONUS dies while on a TDY, transportation expenses may not be authorized for a dependent or HHG except while on contingency travel, emergency travel, or performing law enforcement duties. The deceased civilian employee's baggage at the TDY location must be transported to the civilian employee's PDS or actual residence as determined by his or her dependent.

3. Baggage

a. The DoD Component must pay transportation costs to return Government property and the deceased civilian employee's personal baggage to the civilian employee's PDS or actual residence.

b. Expenses for transporting baggage by a POV are not reimbursable if they would not have been incurred using a different mode of transportation.

c. Reimbursement for loss or damage to baggage during transit and charges for insurance is not allowed.

4. POV

a. OCONUS. Transportation of a POV may be authorized if a civilian employee dies while stationed at a PDS OCONUS or while in transit to or from the PDS. POV transportation may be authorized at Government expense, limited to the cost, including overland transportation, from the

civilian employee's PDS OCONUS to the civilian employee's actual residence as long as it is established that having the POV at the PDS OCONUS was in the Government's best interest.

b. CONUS. When a civilian employee dies while on a TDY in the United States, the civilian employee's commander, or the commander's designee, may authorize return shipment expenses for the POV when it is established that the POV was authorized and was in the Government's best interest ([66 Comp. Gen. 677 \(1987\)](#)).

D. Dependent, Baggage, and HHG Transportation when a Civilian Employee on Contingency Travel, on Emergency Travel, or Performing Law Enforcement Duties Dies.

1. Eligibility

a. A civilian employee who dies while performing contingency travel or emergency travel may be authorized travel and transportation allowances if the civilian employee died under the following conditions:

- (1) While performing official duties at a location OCONUS.
- (2) Within the area of responsibility of the Commander of U.S. Central Command.
- (3) In direct support of—or directly related to—a military operation, including a contingency operation or an operation in response to an emergency declared by the President.

b. When a law enforcement officer, as defined in [5 U.S.C. §5541](#), died on or after June 9, 2010, due to a personal injury sustained while performing law enforcement duties and he or she was either on a TDY or at the current PDS, travel and transportation allowances may be authorized.

c. Dependent travel, POV transportation, and HHG transportation must begin within 1 year from the civilian employee's date of death. The commander, or the commander's designee, may grant one, and only one, 1-year extension if requested by the family before the end of the initial 1-year limit.

2. Allowances. When the dependent chooses to relocate to the former actual residence or alternate residence as approved by the commander or the commander's designee, the following expenses must be authorized:

- a. Dependent transportation.
- b. HHG transportation, limited to 18,000 pounds.
- c. HHG SIT limited to 60 days, with an additional 90 days extension, if approved by the Service or Agency, limited to a total of 150 days.
- d. POV transportation costs associated with returning a POV from either of the following:
 - (1) TDY location to the civilian employee's PDS, if the Service or Agency authorized the use of the civilian employee's POV at the TDY location as advantageous to the Government.

(2) PDS OCONUS to the civilian employee's former actual residence or alternate destination, as approved by the Service or Agency, if the civilian employee's POV was authorized at the PDS OCONUS.

E. Allowances when a Civilian Employee Dies en Route (FTR 303-70). When a civilian employee dies while en route to a new PDS in the CONUS or after reporting there and the dependent or family was en route to the new PDS or had not started en route travel, the dependent is eligible for PCS allowances. A DoD Component must continue payment of PCS allowances when the dependent or immediate family chooses to continue the PCS and is included on the civilian employee's PCS order.

1. All of the following expenses must be authorized:

- a. Travel to the new PDS.
- b. Travel to an alternate destination, selected by the dependent or immediate family, limited to the remaining constructed travel cost to the new PDS.
- c. TQSE (AE) for 60 or fewer days, based on the per diem rate for an unaccompanied spouse or domestic partner and any other dependent or immediate family member.
- d. HHG transportation and POV shipment to the new PDS, the old PDS, or an alternate destination selected by the immediate family, limited to the Government constructed cost between the old PDS and the new PDS.
- e. HHG SIT for 90 or fewer days.
- f. Reimbursement of real estate expenses due to the PCS.

2. Payment of Expenses

- a. Allowable expenses may be paid directly to the person performing the services, or by reimbursement to any person making the original payment.
- b. Claims for reimbursement must be supported by required receipts in accordance with financial management procedures.

3. Payment of allowances is prohibited if any other U.S. law authorizes a duplicate payment. The allowances may not be denied because the deceased civilian employee is eligible for burial benefits as a veteran of the U.S. Armed Forces.

4. The DoD Component concerned may pay the following expenses, in addition to the preparation and transportation of remains, incident to the death of a civilian employee who dies while serving with an Armed Force in a contingency operation:

- a. The allowances for an escort in [par. 032008](#).
- b. Presentation of a U.S. flag to the next of kin.
- c. Presentation of a U.S. flag to the civilian employee's parents that is equal to the flag presented to the next of kin if the next of kin is someone other than the parents.

CHAPTER 5: PERMANENT DUTY TRAVEL (PDT)

PART G: SERVICE AGREEMENTS (CIVILIAN EMPLOYEES)

0549 SERVICE AGREEMENTS ([FTR §302-2](#))

054901. General

A service agreement is a written agreement between a civilian employee and the civilian employee's Agency. It is prepared according to personnel regulations, and signed by the civilian employee and an authorized Agency representative. It states that the civilian employee agrees to remain in Government service for a period in [par. 054908](#), after the civilian employee has relocated. If a civilian employee fails to sign a service agreement, relocation expenses are the civilian employee's financial responsibility, not the Government's. Service agreements must be completed consecutively, and cannot be completed concurrently. Each agreement is in effect for the period specified in the agreement. Service agreements that are already in effect cannot be voided by subsequent service agreements.

054902. Disclosure Statement

A service agreement must include or have appended a disclosure statement, signed by the civilian employee, before the civilian employee receives any relocation allowances. The disclosure statement must certify that the civilian employee and any dependents have not and will not accept duplicate reimbursement for the relocation expenses. It must certify that, to the best of the civilian employee's knowledge, no third party has accepted duplicate reimbursement for the relocation expenses.

054903. Actual Residence

A civilian employee who accepts a transfer to a PDS OCONUS must provide the Service or Agency with the information needed to determine the civilian employee's actual residence to document in the service agreement. The requirements in this paragraph are also used to determine the actual residence in the CONUS or non-foreign area OCONUS. The location of the actual residence must be documented in the civilian employee's official personnel folder. The determination of the actual residence depends on the facts presented and is determined on a case-by-case basis.

A. [Appointees and Student Trainees](#). Authorized transportation to the first PDS must be from the appointee's actual residence at the time of selection or assignment. The actual residence is the location where the appointee lived before selection for the appointment or assignment. If the appointee claims another location as the actual residence at the time of selection, the appointee must prove that the residence where the appointee lived at the time of selection is temporary and the actual residence is elsewhere.

B. [Employment OCONUS](#). Actual residence must be determined when an individual initially is appointed or transferred to a PDS OCONUS. The Government's obligation for travel and transportation allowances is limited to movement to and from a civilian employee's actual residence at the time of assignment to duty OCONUS, when the travel is to a PDS OCONUS upon assignment, when it is round-trip travel under a renewal agreement, or when it is return travel for separation. If, at the time of appointment, the civilian employee is in the area OCONUS temporarily (for example, as a tourist), the

civilian employee subsequently may be eligible for return travel and transportation allowances or RAT. Before an agreement is negotiated, the employment office must state the actual residence in the agreement. The actual residence shown in an initial service agreement must be the same as in the renewal agreement. If the initial agreement was incorrect, the correct actual residence must be determined, explained, and stated in the renewal agreement.

1. Consideration Factors. Ordinarily, the actual residence is a fixed residence. This can be the place from which transferred or appointed or where a dependent and HHG are at the time of an individual's appointment or transfer to a position OCONUS. The request of an appointee or civilian employee to specify a location that he or she cannot justify as the actual residence to establish residence at, or to visit, a certain location must not be a basis for designating that place as the actual residence. Consider carefully all facts concerning the civilian employee's residence before assignment to duty OCONUS, including all of the following:

- a. Home ownership.
- b. Previous residence.
- c. Temporary employment in the city where recruited.
- d. Employment requiring residence apart from the family.
- e. The civilian employee's voting residence.
- f. The jurisdictions to which the civilian employee pays taxes.
- g. In the case of a local hire, the length of absence from the claimed place of residence, the reasons for such absence, and whether a residence has been maintained to which the individual expects to return.
- h. Actual residence in an area in the CONUS or non-foreign area OCONUS could be negated when the individual has established local residence OCONUS, participated in local elections, or obtained waiver of U.S. tax liability based on foreign residence.

2. Change in Actual Residence. When the actual residence is determined, a change is not authorized during a continuous period of service OCONUS and may not be approved except in case of an error. Errors must be corrected in the agreement to show the civilian employee's correct actual residence.

054904. Service Agreement Requirements ([FTR §302-2](#))

Agreement requirements are premised on the civilian employee's status as outlined in the following tables.

Table 5-101. No Service Agreement Required		
	If...	Then...
1	an individual is employed initially at a PDS OCONUS and does not meet service agreement eligibility requirements,	no service agreement is required.
2	a civilian employee at a PDS OCONUS serving under a service agreement completes the full tour of duty and is returning to the CONUS where he or she is employed without a break in service with the same or	

Table 5-101. No Service Agreement Required		
If...		Then...
	another DoD Component that does <i>not</i> authorize PCS allowances,	
3	a civilian employee at a PDS OCONUS completes a full tour of duty under a service agreement and returns to the actual residence in the CONUS for separation from Government service,	

Table 5-102. Service Agreement Requirements		
If...		Then...
1	a civilian employee at a PDS OCONUS serving under a service agreement completes the full tour of duty and is returning to the CONUS where the civilian employee is employed without a break in service with the same or another DoD Component that <i>does</i> authorize PCS allowances,	a service agreement is required to serve for 12 months in Government service from the date of reporting for duty at the new PDS, and he or she is authorized separation travel.
2	a civilian employee at a PDS OCONUS initially meets the eligibility requirements in a service agreement,	a service agreement is required for the tour of duty applicable to the PDS OCONUS where employed. The agreement concerns separation travel, specific instances of transportation for eligible dependents or HHG from the actual residence, and renewal agreement eligibility.
3	an individual is initially employed by DoD at a PDS OCONUS and meets eligibility requirements in a service agreement and prior service credit requirements OCONUS,	the civilian employee must sign a service agreement to serve for 12 months from the date of employment, or a period that equals the full tour of duty for the area when added to a military or civilian period of service occurring immediately before the hire, whichever is greater. The agreement concerns separation travel, in specific instances transportation for eligible dependents or HHG from the actual residence, and renewal agreement eligibility.
4	a civilian employee at a PDS OCONUS has not completed an initial tour and is transferred to a new PDS of a different DoD Component within the same or a different geographical location OCONUS,	the civilian employee must sign a service agreement to serve for 12 months from the date of reporting to duty at the new PDS or the difference between the tour of duty at the old PDS and the initial tour of duty at the new PDS, whichever is greater. The agreement concerns PCS allowances, separation travel, and renewal agreement eligibility.
5	a civilian employee is employed initially by DoD at a PDS OCONUS and is not serving under a service agreement and is then transferred to a new PDS within the same geographical location OCONUS, either within the same or to a different DoD Component,	the civilian employee must sign a service agreement is required to serve for 12 months from date of reporting for duty at the new PDS. The agreement concerns eligibility for PCS allowances to the new PDS. There is no other eligibility.
6	a civilian employee is employed initially by DoD at a PDS OCONUS and is not serving under a service agreement and is then transferred to a new PDS in a different geographical location	the civilian employee must sign a service agreement to serve for 12 months from the date reporting to duty at the new PDS or the difference between the tour of duty at the old

Table 5-102. Service Agreement Requirements

If...		Then...
	OCONUS, either within the same or to a different DoD Component,	PDS and the initial tour of duty at the new PDS, whichever is greater. The agreement concerns PCS allowances, separation travel, and renewal agreement eligibility.
7	a civilian employee at a PDS OCONUS is serving under a service agreement and is reassigned or transferred to a new PDS at the same geographical location either within the same or to a different DoD Component,	the current service agreement continues in effect for all eligibility purposes, and a new 12-month service agreement is required for PCS allowances to be authorized to the new PDS if less than 12 months of service remain under the current agreement and PCS costs are incurred.*
*A release from the tour-of-duty requirement for the Government's convenience without penalty provisions applies to any incomplete service under the new 12-month agreement when allowing authorization upon completion of tour of duty under the old agreement in effect at the time of reassignment or transfer. If the civilian employee does not complete the tour of duty at the new PDS and the Government does not release him or her from the service agreement, the civilian employee may be required to repay the Government for the PCS expenses to the new PDS.		

Table 5-103. Service Agreement when RAT Involved

If...		Then...
1	a civilian employee at a PDS OCONUS completes a full tour of duty, does not perform RAT, and is transferred to a new PDS in the same geographical location OCONUS within the same DoD Component,	the civilian employee must sign a service agreement to serve for 12 months from the date of reporting for duty at the new PDS. The service agreement concerns PCS allowances only and authorization under the completed tour of duty agreement remains unchanged.
2	a civilian employee at a PDS OCONUS completes a full tour of duty, does not perform RAT, and is transferred to a new PDS in a different geographical location OCONUS within the same DoD Component,	the civilian employee must sign a service agreement to serve for either 12 months from the date of reporting for duty at the new PDS or the initial or renewal tour of duty, as applicable, at the new PDS, less the tour of duty served at the old PDS. The service agreement concerns PCS allowances, separation travel, and renewal agreement eligibility.
3	a civilian employee at a PDS OCONUS who completes the full tour of duty, performs RAT, and returns to the same or a different PDS OCONUS within the same or to a different DoD Component,	a renewal service agreement is required. The tour of duty under the new agreement must be the tour of duty applicable for the area where the PDS, upon return, is located.

054905. Documentation

Services and Agencies must maintain a record in the civilian employee's official personnel folder of transportation and storage authority, authorizations, and limitations. Record maintenance is limited to information and for the time period necessary to meet the requirements and restrictions in this Part. Record material may be removed when it no longer applies.

054906. Preparation and Disposition

Statutory authority requires that a civilian employee complete a service agreement to establish his or her eligibility for certain travel and transportation allowances for PDT. Service agreement forms, [DD Form 1616](#) (OCONUS Transportation Agreement for School Personnel), [DD Form 1617](#) (OCONUS Transportation Agreement for Civilian Employees), and [DD Form 1618](#) (CONUS Transportation Agreement for Civilian Employees).

A. Service Agreement for Civilian Employees other than School Teachers OCONUS. [DD Form 1617](#) (OCONUS Transportation Agreement for Civilian Employees), is used in connection with any of the following:

1. A civilian employee transfers or is assigned to a PDS OCONUS.
2. A new appointee is appointed to position OCONUS (see [par. 054801](#) concerning appointments and assignments to the first PDS).
3. A civilian employee with a renewal agreement who uses round-trip travel to take leave between consecutive tours of employment OCONUS.
4. The return transportation of eligible local hires OCONUS.

B. Transfer of Professional School Personnel OCONUS. [DD Form 1616](#) (OCONUS Transportation Agreement for School Personnel) is used when DODEA teachers perform a PCS.

C. Transfer of Civilian Employees to and within the CONUS. [DD Form 1618](#) (CONUS Transportation Agreement for Civilian Employees) is used when a civilian employee transfers to or within the CONUS, including an appointee or student trainee eligible for travel to the first PDS in the CONUS.

054907. Initial and Renewal Agreements

A. Types of Agreements. An initial agreement establishes eligibility for a civilian employee's travel and transportation allowances, dependents, and HHG. A renewal agreement establishes eligibility for round-trip travel and transportation allowances for a civilian employee and dependents for taking leave between consecutive periods of employment OCONUS, but does not establish any HHG transportation authority.

B. Authorized Negotiators. Personnel designated by the DoD Component concerned must negotiate agreements. For all DoD Components, any of the following have authority to negotiate agreements:

1. Commanding officers, and their civilian counterparts having appointing authority to fill positions.
2. Any civilian personnel office civilian employee designated to act for a commanding officer in effecting appointments.
3. Other personnel designated by the commanding officer to act for the commanding officer in response to specific requests.

4. A local commander in a foreign area may negotiate an initial agreement with a locally hired civilian employee if the requirements in [Table 5-104](#) are met.

5. A local commander in a non-foreign area OCONUS may negotiate an initial agreement with a locally hired person for recruitment purposes if the requirements in [Table 5-104](#) are met, but only if qualified local applicants are not readily available for the position.

054908. Initial Agreement

A. Initial Agreements Required. The following civilian employees require initial negotiated agreements:

1. A new appointee to a first PDS.
2. A student trainee assigned on completion of college work to a first PDS.
3. A civilian employee transferred or reassigned from one PDS OCONUS to another PDS OCONUS.
4. A new appointee recruited for service OCONUS at a geographical location other than where the actual residence is located.
5. A civilian employee transferred to and within the CONUS.
6. A civilian employee transferred to a PDS OCONUS.
7. A civilian employee recruited OCONUS for assignment to a PDS OCONUS.

B. Locally Hired Civilian Employee OCONUS. An initial agreement is a recruitment incentive, not an entitlement, for locally hiring a civilian employee with an actual residence in the CONUS or non-foreign area OCONUS, outside the PDS geographical location, to accept Federal employment in an area OCONUS. An individual is not automatically granted an initial agreement when he or she meets eligibility requirements.

1. Initial Service Agreement Requirements. The commanding officer, or the commanding officer's designee, must determine that another candidate would have to be transferred or appointed from outside the local area to fill the position involved unless an initial agreement is offered to a locally hired candidate. A locally hired candidate is ineligible for an initial agreement if the position is one for which out-of-country recruitment is not normally undertaken. At the time of appointment or assignment, or when eligibility for return travel is lost, the locally hired candidate must be able to prove actual residence in the CONUS or a non-foreign area OCONUS. The residence must be outside the PDS geographical location.

Table 5-104. Mandatory Service Agreement Requirements for Eligible Locally Hired Civilian Employees		
If...		Then...
1	a locally hired civilian employee is a former military member,	he or she must be both: a. Separated or retired locally within the foreign country OCONUS where the civilian position is located to which the individual is appointed while serving in a foreign area OCONUS. b. Appointed to a vacant, appropriated-fund civilian position before expiration of that individual's authorization for return travel and transportation to an area in the CONUS or non-foreign area OCONUS accruing from the prior military service.
2	the foreign-area command OCONUS determines that a civilian employee of another Federal Department, Agency, or instrumentality, Government contractor, Red Cross, non-appropriated-fund activity, international organization in which the United States participates, and any other activity or Agency is operating in support of the United States or its personnel in the area,	the individual must meet all of the following conditions: a. Be recruited in the CONUS or non-foreign area OCONUS under employment conditions that provided for return travel and transportation allowances. b. Be committed to a specific vacant position before separation from prior employment. c. Be appointed no later than 1 month after termination of such employment.
3	a former civilian employee of the same or another Federal Department or Agency was separated by a RIF during the previous 6 months, is on a reemployment priority list, and has been authorized delay in return travel for the primary purpose of exercising reemployment priority rights,	
4	an individual, who accompanied or followed a spouse to the foreign area OCONUS and, at the time of hiring, had authorization for return transportation as a dependent of a member of the U.S. Armed Forces or a civilian Government civilian employee serving under an initial agreement providing for return travel, and the spouse is no longer the sponsor,*	
*Reasons a spouse would no longer be the sponsor: the spouse dies, the spouse becomes physically or mentally incapable of continued Government employment, the spouse permanently departs the post or area, or due to divorce or legal separation. A legal separation exists when either the civilian employee or the spouse initiates legal action to dissolve the marriage or one separates from bed and board short of applying for a divorce.		

2. Eligibility Determination. Eligibility for travel and transportation allowances for dependents or HHG from the civilian employee's actual residence to the foreign PDS OCONUS or return transportation to the actual residence must be determined at the time of appointment or when the civilian employee loses eligibility for return travel and transportation allowances. The eligibility decision must be recorded in the initial agreement.

3. Travel and Transportation Authorization. A locally hired civilian employee OCONUS

granted an initial agreement is authorized the same travel and transportation allowances as a civilian employee transferred or appointed from the CONUS.

4. Renewal Agreement

a. A renewal agreement must not be negotiated with a locally hired civilian employee who was in the geographical location OCONUS because his or her spouse is there as a member of a uniformed Service, a State Department Foreign Service member, a private individual, or a civilian employee of a private individual or non-Federal organization.

b. A renewal agreement must not be negotiated with a locally hired civilian employee who is unmarried and under age 21 whose parent is in the geographical location OCONUS as a member of a uniformed Service, a State Department Foreign Service member, a private individual, or a civilian employee of a private individual or a non-Federal organization.

054909. Renewal Agreement Negotiation

A. Civilian Employees. A renewal agreement is negotiated with a civilian employee who has an initial agreement when the tour of duty at a PDS OCONUS is completed satisfactorily and who has an actual residence outside the geographical employment locality. A renewal agreement must not be negotiated due to RAT denial or delay.

B. Married Civilian Employees. When a married couple are both civilian employees in the same locality OCONUS, a renewal agreement is negotiated either separately or with one as head of the household and the other treated as a spouse. Both spouses must sign a written statement agreeing to the decision. A copy is filed in each civilian employee's personnel folder. If negotiated separately, neither civilian employee may be treated as a spouse and a dependent may not benefit twice. A civilian employee who chooses travel and transportation allowances as a spouse does not forfeit authorized allowances for return travel accrued under an initial agreement. When spouses have independently earned travel and transportation allowances and chose for one to be treated as a dependent, and the employment of the head-of-household ceases in the Federal Government, the still-employed spouse may revert to the agreement in force before the decision. This allows the still-employed spouse to negotiate RAT, if eligible. In computing the time limits for required service, the time begins when the civilian employee returns to the location OCONUS from the last renewal-agreement trip, either under the civilian employee's or the spouse's agreement, whichever trip under the agreement ends later ([54 Comp. Gen. 814 \(1975\)](#)).

054910. Tour of Duty Requirement

A civilian employee must complete a minimum period of service when transferred to any PDS or when performing RAT. Tours of duty are established by the Deputy Under Secretary of Defense for Personnel and Readiness for DoD civilian employees in localities OCONUS. A standard tour of duty in an area OCONUS is 36 months for an initial agreement and 24 months under a renewal agreement. See [Tour Lengths](#) for specific guidance on instructions, locations, and exceptions for tours of duty.

Table 5-105. Minimum Periods of Service		
If a civilian employee...		Then the minimum tour of duty is...
1	transfers in the CONUS,	at least 12 months following the transfer's effective date.
2	receives an appointment or assignment to a first PDS in the	

Table 5-105. Minimum Periods of Service		
If a civilian employee...		Then the minimum tour of duty is...
	CONUS or non-foreign area OCONUS,	
3	transfers OCONUS,	at least 12 months following the effective date of transfer, but no more than 36 months, as agreed upon.
4	is a DoDEA teacher,	at least 1 school year, as determined under 20 U.S.C. §901-§907 .
5	performs RAT,	at least 12 months from the return date to the same or different PDS OCONUS.

A. Administratively Reduced Tours. A 24-month tour of duty may be administratively reduced by 2 months for a civilian employee signing a renewal agreement to serve an additional tour of duty at the same or another post. A 36-month tour of duty may be reduced up to 6 months to begin RAT if the renewal agreement is for duty in a 24-month tour of duty area. Except as specified in [par. 054910-C](#), when an agreed tour of duty of 24 or 36 months is administratively reduced, the tour of duty under a renewal agreement increases by the length of the reduction. Use of a reduced tour of duty is authorized to permit scheduling leave at regular intervals, such as known low-intensity periods or during school-vacation periods for a civilian employee with a dependent attending school OCONUS.

B. Administratively Extended Tours of Duty. A 24- or 36-month tour of duty may be extended, allowing a civilian employee to perform RAT after the extended tour. Except as specified in [par. 054910-C](#), the length of the renewal tour of duty must be the greater of 12 months or 24 months, minus the tour of duty completed under the initial agreement extension. A DoD Component cannot extend an initial agreement to eliminate a civilian employee's authorization for separation travel and transportation allowances. After the civilian employee has served the minimum period in the initial agreement, statutory authority provides separation travel and transportation allowances. The civilian employee and the DoD component authority must sign the initial agreement extension (see [B-199643, September 30, 1981](#)).

C. Length of Renewal Tour of Duty for a Civilian Employee Subject to the 5-Year Limitation OCONUS. When an initial 36-month agreement is reduced by up to 6 months for a civilian employee subject to the 5-year limitation OCONUS, the renewal agreement must specify a tour of duty that, when added to the number of months completed under the initial agreement, plus the number of months authorized as leave in the renewal agreement, equals 60 months. A 36-month tour of duty may be extended, allowing a civilian employee to perform RAT after the extended tour of duty, provided the civilian employee serves at least 12 months after returning to the area OCONUS. The renewal tour of duty must be equal to 60 months (5 years) minus the sum of the:

1. Tour of duty completed under an initial agreement.
2. Tour of duty completed under the extension of the initial agreement.
3. The greater of 12 months or the time authorized as leave for the renewal agreement.

D. Civilian Employee Released from 5-Year Limitation OCONUS. If the 5-year limitation OCONUS is extended so the civilian employee can perform RAT following completion of the initial tour of duty and an initial tour extension, the length of the renewal tour of duty is determined in [par. 054910-B](#). The renewal tour of duty must be the greater of 12 months or 24 months minus the time completed under the initial tour extension.

E. Civilian Employee Serves Additional Tour of Duty after the 5-Year Limitation OCONUS. The length of any renewal tour of duty served after the 5-year limitation is determined in [par. 054910-A](#) and [par. 054910-B](#). However, a 12-month renewal tour of duty cannot be reduced for a civilian employee signing a renewal agreement to serve an additional tour at the same or another post ([37 Comp. Gen. 62 \(1957\)](#)). DoD component policies on extensions OCONUS beyond 5 years must be applied according to this paragraph and [par. 054206](#).

F. Credit for Prior Service. The following personnel must serve the employing DoD Component for 1 year (1 school year for DoDEA teachers) from the employment date of the service agreement or a time period that, when added to their immediate prior civilian or military service before signing the agreement, totals the tour of duty for the area, whichever is greater.

1. A civilian employee who was appointed by transfer from another Agency, whose immediate prior service has been in an area OCONUS, and who transfers without performing RAT.
2. A Service member who separates locally to accept Government employment with a negotiated service agreement.
3. A Government-contractor civilian employee who separates locally to accept Government employment with a negotiated service agreement.
4. A locally hired dependent of a Service member or civilian employee with a negotiated service agreement.
5. A civilian employee of an international organization in which the U.S. Government participates, who is separated OCONUS to accept DoD employment with a negotiated service agreement.
6. A Nonappropriated Funds (NAF) civilian employee who separates OCONUS to accept other DoD employment with a negotiated service agreement under the requirements in [par. 054908-B2](#).
7. An individual reemployed from a priority placement list with a service agreement negotiated as in [par. 054908-B2](#).

G. Reassignment or Transfer in Same Geographical Location.

1. No PCS Costs. When a civilian employee is reassigned within a DoD Component or transferred to another DoD Component in the same geographical location OCONUS, does not complete the tour of duty, and incurs no PCS costs, the tour of duty, in the service agreement at the time of reassignment or transfer, remains in effect. At the completion of the tour of duty, the civilian employee is eligible for return travel and transportation allowances for separation or renewal agreement negotiation, regardless of how long the civilian employee has served the activity to which reassigned or transferred (see [par. 054902](#)).

2. PCS Costs Incurred. A new service agreement for a minimum of 12 months is required for authorization of PCS allowances to the new PDS if all of the following conditions apply to a civilian employee:

- a. Is reassigned within a DoD component or transferred to another DoD component in the same geographical location OCONUS.
- b. Does not complete the tour of duty. However, the tour of duty in the service

agreement at the time of reassignment or transfer remains in effect for return travel and transportation allowances for separation or renewal agreement negotiation.

c. At the time of reassignment or transfer has less than 12 months remaining under the existing service agreement after reporting for duty at the new PDS.

d. Incurs PCS costs.

H. Reassignment to Different Geographical Location OCONUS. A civilian employee at a PDS OCONUS without a service agreement who is reassigned within a DoD Component or transferred to another DoD Component to a different geographical location OCONUS is required to negotiate a service agreement for the full tour of duty for the new PDS. When a civilian employee is serving under a service agreement at a PDS OCONUS, is reassigned within a DoD Component or transferred to another DoD Component in a different geographical location OCONUS, and does not complete the tour of duty, credit is given for service completed at the old PDS. A new agreement is required with a new 12-month tour of duty or the difference between the new PDS tour of duty and the time completed at the old PDS, whichever is greater.

1. The new service agreement concerns PCS allowances to the new PDS and any additional separation travel and transportation allowances from the new PDS.

2. The service agreement tour of duty at the time of reassignment or transfer remains in effect for return travel and transportation allowances for separation from the old PDS or for renewal-agreement negotiation.

3. Before performing RAT, the civilian employee must sign a renewal agreement to serve a tour of duty applicable to the new PDS.

I. Civilian Employee Not Needed for Full Tour of Duty. When it is known in advance that a civilian employee is not needed for the full tour of duty OCONUS, employment may be for a lesser period without affecting travel and transportation allowances to the PDS OCONUS and return for the purpose of separation (26 Comp. Gen. 488 (1947)). The service agreement must specify a 12-month tour of duty according to Title 5 U.S.C. §5722. Employment may be terminated when the civilian employee's services are no longer required.

J. Effect of Increased or Decreased Tour of Duty. When a tour of duty increases for an area OCONUS, the tour of duty in a currently assigned civilian employee's service agreement remains unchanged. The increased tour of duty only affects any civilian employee who executes an agreement after the date the increased tour of duty is approved. If a tour of duty decreases, the shorter tour of duty applies to any currently assigned civilian employee whose service agreement provides for a longer tour of duty.

K. Modified Tour of Duty Type. If a civilian employee executing an unaccompanied tour requests approval from the appropriate authority to change the tour of duty type to an accompanied tour, the tour of duty must be the greater of either 12 months or the accompanied tour for that location, minus the tour of duty completed or served under the initial unaccompanied agreement.

054911. Starting Tour of Duty

Table 5-106. Starting Tour of Duty		
If a civilian employee...		Then the tour of duty begins on the date...
1	transfers to or between PDSs in the CONUS,	the civilian employee reports for duty at the new PDS.
2	receives a first-duty station in the United States,	the appointee reports for duty at the PDS.
3	is recruited for an initial agreement outside the geographical location of an activity OCONUS,	the individual reports at the activity OCONUS.
4	is recruited for an initial agreement locally OCONUS,	the individual begins duty.
5	had accompanied or followed a spouse to a foreign area OCONUS and, at the time of hiring, had authorization for return transportation as a dependent of a member of the U.S. Armed Forces or a civilian Government civilian employee serving under an initial agreement providing for return travel, and the spouse is no longer the sponsoring spouse,	the locally hired individual executes the agreement.
6	signs a renewal agreement for a tour of duty OCONUS,	he or she reports for duty at the PDS OCONUS following completion of RAT unless the RAT travel is delayed and authorized or approved to be performed within a tour of duty.

054912. Acceptable Reasons for Release from a Tour of Duty

A civilian employee, serving under a service agreement at any PDS, may be released from the tour of duty requirement specified in the agreement for reasons beyond the civilian employee's control that are acceptable to the DoD component. The commanding officer, or the commanding officer's designee, at the civilian employee's assigned activity must determine acceptability. The nature, extent, and necessity required by the situation must be established to the determining official's satisfaction. Verification must be received from a reliable and trustworthy source, such as private, state, or local welfare agencies; an attending physician; or a local cleric.

A. Acceptable Reasons. Acceptable reasons for a release from tour of duty requirements include, but are not limited to, the following:

1. Illness not induced by misconduct.
2. Enlistment or call to active duty in the Armed Forces.
3. Exercise of statutory re-employment rights within a time limitation that precludes completion of a tour of duty.
4. Release for the Government's convenience, for example, separation due to physical or mental disqualification, lack of skill to perform duties for which recruited or any other duties that the civilian employee could be assigned. A civilian employee separated due to illness induced by misconduct or due to misconduct is not separated for the Government's convenience.
5. Separation due to a RIF.

6. When a civilian employee's services are not required for the entire tour of duty.

B. Acceptable Reasons OCONUS. In addition to the general reasons, the following are acceptable reasons for a civilian employee OCONUS:

1. The civilian employee's immediate presence is required in the geographical location where the actual residence is located due to an unforeseen emergency.

2. Completion of the agreed tour of duty would result in extreme personal hardship due to circumstances beyond the civilian employee's control, such as conditions seriously affecting the health, welfare, and safety of the civilian employee, serious illness or death in the immediate family, or the imminent breakup of the family group.

3. Significant changes occur in the civilian employee's employment situation or loss of economic benefits.

C. Released to Continue Employment. A civilian employee, serving under a service agreement who transfers to another DoD Component or Agency, must be released from the tour of duty requirement in the civilian employee's current agreement, unless transferring to another DoD Component within 12 months of reporting to the PDS on a PCS move (see [par. 053706-A](#)). If the transfer involves PCS allowances to a new PDS, the gaining activity is responsible for all PCS costs. The civilian employee must continue in Government service for at least 12 months after he or she reported at the PDS where departing to satisfy the obligation for costs incurred by the losing activity in moving the civilian employee to that PDS.

054913. Service Agreement Violation

An individual who violates a service agreement by failing to meet or comply with the requirements specified is ineligible for travel and transportation allowances and may be indebted and subject to collection action. A violation includes failure to meet or comply with the requirements in an agreement for reasons unacceptable to the employing activity. Violations also include, but are not limited to failure to report for duty, failure to return to the country or geographical location where the actual residence is located in connection with RAT, or failure to use travel and transportation allowances within a reasonable time after separation. A civilian employee or appointee who violates a service agreement, other than for reasons beyond his or her control that are acceptable to the Service or Agency, must reimburse the Government all costs paid for relocation expenses paid based on that service agreement, including a withholding tax allowance and a RIT allowance. ([FTR §302-2](#))

A. Responsibilities. A civilian employee is responsible for reporting to the designated PDS. If the civilian employee does not arrive at the new PDS, resigns, or arrives at the new PDS and refuses to perform the mission, he or she is required to repay any PDT allowances that the Government has already reimbursed. The civilian employee also may be indebted to the Government for travel, transportation, and relocation expenses incurred on behalf of a civilian employee under other circumstances in this Chapter ([CBCA 3804-RELO, June 24, 2014](#)). The appropriate civilian personnel officer must notify the finance, fiscal, or disbursing officer when a civilian employee violates a service agreement. The appropriate personnel officer must determine if PCS allowances must be repaid before processing a civilian employee's separation. The appropriate finance, fiscal, or dispersing officer provides a copy of the Statement of Liability or Credit to the civilian personnel officer, who includes it in the civilian employee's official personnel folder. The appropriate finance, fiscal, or disbursing officer must determine a civilian employee's travel and transportation allowances before processing the civilian

employee's separation.

B. Violation Occurs. If a violation occurs, the activity where the violation occurred must compute travel and transportation allowances previously furnished or to be furnished. In each instance of a service agreement violation, the finance, fiscal, or disbursing officer must provide the civilian employee with a statement of his or her liability or credit that states, in detail, the liabilities, credits, an explanation of how the credits may be used or applied, and other obligations. That officer must send a copy of the statement provided to the civilian employee to the civilian personnel officer for inclusion in the civilian employee's personnel folder. The finance, fiscal, or dispersing officer must inform the civilian employee of the right to file a claim if he or she disagrees with the liability or credit statement. A sample statement and examples of calculations in cases of renewal-agreement violations during the first and second years of an additional tour appear on the DTMO website. If the finance, fiscal, or disbursing officer determines that a civilian employee is indebted to the Government, the officer must immediately initiate collection according to appropriate finance directives.

C. Transfers to, from, and within the CONUS

1. A service agreement provision for a transfer to, from, or within the CONUS that requires 12 months of service following the effective date of transfer is not voided by either of the following:

a. A subsequent transfer within that period, whether at the civilian employee's request or in the Government's interest.

b. Another service agreement being signed incident to a subsequent transfer.

2. The service agreement's time limit is waived if the civilian employee fails to comply with the requirement for reasons beyond his or her control for reasons acceptable to the employing Department or Agency. In that case, the civilian employee has no liability. The time limit for each service agreement violated must be waived separately.

D. Agreement Violations for a Civilian Employee OCONUS

1. Violation during the First Year of Service under an Initial Service Agreement. A civilian employee OCONUS who leaves Government service for reasons unacceptable to the last assigned Agency before completing 12 months of service under the initial service agreement is financially responsible to the Government for travel and transportation allowances and associated costs for the move to that PDS. These include the travel and transportation allowances for the civilian employee, eligible dependents, HHG (including SIT and NTS) a POV, and a mobile home. Return travel is the civilian employee's financial responsibility. A civilian employee who departs from a PDS OCONUS for authorized leave, with or without pay, before the end of the first year of an initial service agreement, and resigns while away for reasons unacceptable to the Agency, is allowed credit for the authorized leave time toward completion of the minimum service requirement (see [B-184948, November 18, 1975](#)). The provisions of this paragraph apply to each civilian employee OCONUS. Additional penalties may apply to a DODEA teacher.

2. Violation after 1 year of Service under an Initial Service Agreement. A civilian employee who completes 1 year of an assignment OCONUS and, for reasons unacceptable to the employing DoD component, fails to satisfy an initial service agreement greater than 1 year is *not* financially responsible for the travel and transportation cost and related allowances associated with the move to the PDS OCONUS, except for charges for NTS of HHG incurred after the end of the first year. The civilian employee is financially responsible for all HHG transportation costs after the violation date and must be

advised immediately. He or she is not authorized return POV transportation and may not be provided Government-funded commercial transportation. If the civilian employee has insufficient funds, he or she may be authorized repatriation transportation.

3. Civilian Employee Serving under Renewal Agreements

a. When a civilian employee fails to complete 1 year of service under a renewal agreement, the civilian employee is financially responsible for the costs of any of the following:

(1) Transportation and per diem for the civilian employee and transportation for eligible dependents from the former PDS to the actual residence and from the actual residence to the last PDS where he or she failed to complete 1 year of service.

(2) Transportation for any dependent who traveled between the former PDS and the last PDS without going to the civilian employee's actual residence.

(3) HHG transportation, including SIT, from the former PDS to the last PDS.

(4) POV transportation or NTS of the HHG, unless an earned allowance exists for the NTS of the HHG or return transportation of the POV.

(5) The MEA paid for a transfer from a former to the last PDS.

b. The civilian employee is authorized certain unused allowances accrued under a prior service agreement under which the civilian employee completed the agreed-upon service period. These include personal transportation and the transportation of dependents and HHG (including SIT) from the PDS where the service requirement was satisfied to the actual residence. When the civilian employee is separated from Government service, he or she may apply his or her unused allowances to return travel. If the amount of the unused allowances is less than the costs to return to the actual residence, the difference is the civilian employee's financial responsibility. Although the difference is the civilian employee's financial responsibility, the Government may procure and pay for the transportation, but must collect the difference from the civilian employee. If the amount of the unused allowances is greater than or equal to the costs to return to the actual residence, the Government may procure and pay for the transportation in full. The civilian employee may choose to pay the total costs and submit a reimbursement claim for the applicable amount. Additional penalties for DODEA teachers may apply.

c. If a civilian employee serves 1 or more years under a renewal agreement, but does not serve the entire period in the renewal agreement, the separation has the following effects on a civilian employee's travel and transportation allowances.

(1) The civilian employee is not liable for travel and transportation allowances from the PDS where the civilian employee completed the previous tour to the actual residence. He or she also is not liable for traveling from the actual residence to the PDS where the civilian employee failed to complete the agreed-upon tour. The civilian employee does not have to repay the direct travel of dependents and HHG shipment (including SIT) between the PDS where the civilian employee failed to complete the service agreement and the previous PDS where the civilian employee satisfied the previous service agreement.

(2) If the PDS is different from the one where the civilian employee completed the previous tour, then the civilian employee is financially responsible for the costs of his or her transportation and the transportation of dependents and HHG from the PDS where the civilian employee

did not complete the agreed-upon tour under the renewal agreement to the actual residence. If the civilian employee was separated from Government service, then the following apply:

(a) Credit an amount to the civilian employee equal to the costs of transporting his or her HHG and any dependents who did not accompany the civilian employee to the actual residence for leave from the former PDS where the service requirement was completed.

(b) The credited amount is limited to the costs of travel for a civilian employee's dependents and the cost of shipping HHG to the actual residence from the former PDS.

(c) Compute these credits and any remaining liability as specified in [par. 054914](#).

4. DoDEA Teacher. In addition to the other penalties for violation of agreements, a DoDEA teacher who fails to report for service at the beginning of the next school year is financially responsible to the employing military Department for the reasonable value of any storage provided during the recess period.

5. Loss of Travel and Transportation Allowances under an Agreement. If a dependent's status changes, such as when a dependent reaches age 21, a civilian employee may lose eligibility for dependent travel and transportation allowances under a service agreement or may be indebted and subject to collection action for travel and transportation already furnished. If travel and transportation allowances are duplicated under separate statutes, the civilian employee is indebted and subject to collection action for any duplicate payments that he or she received.

054914. Computation of Liabilities and Credits

Computations of a civilian employee's liabilities and credits, including those remaining from previous tours of duty, must be based on actual costs or constructed costs, such as the rates applicable at the time the civilian employee fails to fulfill the terms of the new service agreement.

A. Military Sealift Command and Air Mobility Command (AMC) Costs. Use the space-required rate to compute the Military Sealift Command transportation cost. Use the common user tariff rate to compute the AMC transportation cost. If these rates are not available at the activity OCONUS, they may be obtained from the nearest Military Sealift Command or AMC traffic officer by submitting a request that contains the travel and transportation dates, terminal points, names of persons concerned, and baggage weight.

B. Commercial Airplane, Train, Bus, or Ship Transportation Costs. Computation of commercial airplane, train, bus, or ship transportation cost within the CONUS must be based on the Government cost, without tax, for the accommodations in [par. 020207](#). The civilian employee must be allowed appropriate credit for Government-procured transportation documents or any unused tickets that are returned.

C. Travel Time Compensation. Travel time compensation is not a travel cost and is not considered in computing liability.

D. Per Diem. Per diem for travel performed must be considered in computing liability.

E. Civilian Employee Financial Responsibility to the Government. A civilian employee's obligation to repay PCS allowances received must be based on travel to or from the first PDS following

RAT. Travel and transportation allowances for subsequent reassignments within the command OCONUS, directed by the employing activity, are not the civilian employee's financial responsibility.

F. Return Travel Costs

1. Government's Obligation. When sufficient travel and transportation allowances exist to cover travel costs for the full distance from the official PDS OCONUS to the actual residence, those allowances are authorized to return the civilian employee to the actual residence. At that point, the Government's obligation is fulfilled.

2. Civilian Employee's Obligation. When it is determined insufficient travel and transportation allowances exist to cover travel costs for the full distance from the PDS OCONUS to the actual residence, the civilian employee is financially responsible for the costs to the actual residence that are greater than the civilian employee's allowances. The civilian employee may provide the transportation and be reimbursed for whatever amount the Government would have paid upon submission of an appropriate voucher and receipts for claimed expenses. The civilian employee is authorized Government transportation, if available, from the area OCONUS to the port of debarkation, or beyond; however, collections for excess costs should be made before the travel begins, if required by finance regulations. The civilian employee may be authorized repatriation transportation if he or she has insufficient funds to pay for return HHG shipment expenses, including SIT at the origin, and he or she meets the requirements for repatriation travel. A Sample Statement of Liability/Credit Violation of Renewal Agreement is available on the DTMO website.

CHAPTER 5: PERMANENT DUTY TRAVEL (PDT)

PART H: RENEWAL AGREEMENT TRAVEL (RAT) (CIVILIAN EMPLOYEES)

A civilian employee, and the civilian employee's accompanying dependent, may be eligible to receive travel and transportation allowances for returning home between tours of duty OCONUS.

0550 RAT LEAVE

This Part applies to a civilian employee serving tours of duty OCONUS, including the specific RAT provisions for civilian employee serving tours of duty in Alaska or Hawaii. A Service's or DoD Component's written guidance applies regarding the civilian employee's leave status while on RAT.

055001. Eligibility Requirements

A. All Areas OCONUS, Except Alaska and Hawaii. A civilian employee must meet the requirements in this paragraph to be eligible for RAT. Before departure from the PDS OCONUS, a civilian employee must have satisfactorily completed the tour of duty (see [Tour Lengths](#)) and have entered into a new written service agreement for another tour of duty at a PDS OCONUS. To be eligible for renewal agreement travel, a civilian employee must have a minimum period of at least 12 months of service remaining from the date of return to the same or different PDS OCONUS ([FTR §302-2.14](#)). The new service agreement covers costs for travel to the civilian employee's actual residence or alternate location according to this Part and return, and any additional cost paid by the Government due to the civilian employee's transfer to another PDS OCONUS for the tour immediately after the RAT.

B. Civilian Employee Stationed in Alaska or Hawaii on September 8, 1982. A civilian employee serving in Alaska or Hawaii is eligible to receive RAT allowances if *on* September 8, 1982, any of the following requirements applied and he or she continued to serve consecutive tours of duty within Alaska or Hawaii, as appropriate, within the same state:

1. The civilian employee must have been serving a tour of duty in Alaska or Hawaii.
2. The civilian employee was en route to a PDS in Alaska or Hawaii under a written service agreement to serve a tour of duty.
3. The civilian employee was on RAT and had entered into a new written service agreement to serve another tour of duty in Alaska or Hawaii.

C. Civilian Employee Assigned, Appointed, or Transferred to a Post of duty in Alaska or Hawaii after September 8, 1982

1. The travel and transportation allowances for RAT may not be authorized for a civilian employee assigned, appointed, or transferred to a PDS in Alaska or Hawaii *after* September 8, 1982, unless the DoD Component determines that payment of these expenses is necessary for recruiting or retaining a civilian employee for that tour of duty and the following apply:

a. RAT is required to fulfill DoD Component staffing needs for mission accomplishment. This is intended to ensure the availability of a well-qualified civilian employee or a civilian employee with special skills and knowledge who is not otherwise available in the local area and to fill remote area positions.

b. RAT is necessary as a recruiting or retention incentive to fill a particular position in Alaska or Hawaii. The DoD Component must specify in writing the criteria and guidelines to determine the need for RAT, and must review and re-confirm in writing at least every 5 years the requirement to offer RAT.

2. RAT travel and transportation allowances for recruiting or retention purposes is limited to two round trips beginning within 5 years after the civilian employee first begins any period of consecutive tours of duty in either Alaska or Hawaii. For example, if the civilian employee arrived in Hawaii on July 1, 2010, and was first given a RAT on July 1, 2013, then the second RAT must begin by June 30, 2015, to qualify within the 5 years. The civilian employee must be advised in writing of this limitation. The successive tours must be in the same state. A tour in Hawaii followed by a tour in Alaska, or vice versa, does not qualify.

055002. Transportation and Per Diem

A. Transportation. An eligible civilian employee and his or her dependent is authorized transportation, including transportation to and from commercial terminals, from the PDS OCONUS to the civilian employee's actual residence at the time of assignment to the PDS OCONUS. Transportation also is authorized from the actual residence to a PDS OCONUS, except for Alaska and Hawaii. When Alaska and Hawaii are involved, the return must be to a PDS in the same state as the PDS where the civilian employee served immediately before RAT. POV mileage is not authorized for RAT while on a tour OCONUS ([FTR §302-4](#)).

B. Per Diem. A civilian employee is authorized per diem during the en route RAT between the PDSs OCONUS and the authorized RAT destination. No per diem is authorized for the civilian employee's dependent for RAT when the civilian employee returns to the same PDS OCONUS for duty. However, when the civilian employee reports to a different PDS OCONUS for duty after RAT, per diem is authorized for a dependent while en route, limited to the constructed time by the usual transportation mode and route directly between the old and new duty locations OCONUS. AEA may not be authorized or approved for RAT or PCS travel.

Note: There is no dependent per diem, HHG, TQSE, MEA, or real estate allowances in connection with RAT.

055003. RAT Denial or Delay

RAT ordinarily is performed between tours of duty OCONUS. A DODEA teacher cannot be forced to delay RAT. The time when leave is granted to perform RAT must adhere to appropriate personnel guidance. The civilian employee's commander OCONUS may authorize or approve later RAT within a tour of duty if leave is granted according to personnel guidance ([B-232179, October 6, 1989](#)).

A. RAT Denial. RAT at Government expense may not be denied to a civilian employee who has earned it. However, civilian employees other than DODEA teachers may be denied RAT when the civilian employee meets any of the following conditions:

1. Is being processed for separation.
2. Is going to be involved in a RIF.
3. Has a removal action pending.
4. Has been reassigned to a U.S. position.
5. Is to be reassigned to a position in the CONUS in connection with a rotation on a similar program that precludes a required period of service completion under a renewal agreement.

B. Delay at Management's Request. Management may request a civilian employee to delay RAT by extending the initial tour, or tour then in effect, up to 90 days for good reasons, such as if the civilian employee is engaged on a project that is scheduled for completion within a reasonable time. Sufficient time must remain in the civilian employee's renewal-agreement tour following RAT for him or her to serve at least 12 months upon return to the PDS OCONUS. This is after shortening the length of the renewal-agreement tour by the number of days that the initial tour was extended.

C. Delay at the Civilian Employee's Request. A civilian employee may request an extension of the initial tour or the tour then in effect to permit scheduling leave to accommodate personal or job-related reasons acceptable to, and permitted by, the commander concerned OCONUS. After performing RAT and returning to the PDS OCONUS, the civilian employee's tour is either 12 months or the length of the renewal-agreement tour for the PDS concerned shortened by the number of days the initial tour was extended, whichever is greater.

D. Limits on Assignments OCONUS. A delay in performing RAT should not be authorized if the resulting extension to the new tour, or the requirement to serve 12 months following the return to the PDS OCONUS, requires the civilian employee to remain at the PDS OCONUS beyond any 5-year limit, or other limit, on assignments OCONUS contained in personnel guidance. A delay in RAT may be authorized if the civilian employee is not affected by, or has been released from, the 5-year limit, or other limit, on assignments OCONUS.

055004. Unaccompanied Dependent Travel

A civilian employee may travel alone or with a dependent. A dependent may travel unaccompanied, but cannot perform round-trip travel under renewal-agreement authority if the civilian employee does not, at some point, perform authorized RAT. An unaccompanied dependent must not be authorized to start RAT beyond 6 months after the date the civilian employee begins travel, except as specified for DODEA teachers.

055005. RAT Non-Cumulative

RAT must be used between consecutive periods of continuous employment OCONUS. RAT may be performed between the completion date of one service agreement and before serving another tour of duty in accordance with a written renewal agreement ([35 Comp. Gen. 101 \(1955\)](#)). RAT authorization is not cumulative from one period of service to another if it is not used.

055006. Baggage Transportation

Travelers should transport minimal baggage with them during RAT. The maximum baggage

allowance that may be authorized at Government expense for a civilian employee and eligible dependents performing RAT is determined by whether the baggage is accompanied or unaccompanied. The excess accompanied baggage weight allowance for each traveler is 100 pounds gross weight per person. The 100-pound weight limit does not include free, checkable accompanied baggage. Unaccompanied baggage is authorized for up to 100 pounds net weight per person and is transported by air, such as postal service and FedEx. Travelers are authorized either excess accompanied or unaccompanied baggage.

055007. Unaccompanied Baggage of a DODEA Teacher Authorized an Extended Leave of Absence

A teacher performing RAT for the purpose of advanced studies at a university in the United States and who is also on approved extended leave, with or without pay, from the current school is authorized transportation of 350 pounds of unaccompanied baggage for each eligible adult and dependent age 12 or older, and 175 pounds of unaccompanied baggage for each dependent under age 12. Transportation of unaccompanied baggage under this paragraph is in place of the unaccompanied baggage that the civilian employee may be authorized to transport in [par. 055006](#). Up to 100 pounds of excess accompanied baggage is authorized in addition to that allowed in [par. 055006](#).

055008. HHG SIT

See [par. 054307](#) for HHG SIT while the civilian employee is performing RAT.

055009. Alternate Destination for RAT

A civilian employee or dependent is authorized to perform RAT to a destination other than the civilian employee's actual residence, as long as the RAT destination is in the same country as the actual residence. Either destination is an official travel destination. City Pair Program airfares may be used for travel to and from the actual residence, or to and from an alternate destination where the transportation cost is less than or equal to the transportation cost to the actual residence. If the civilian employee or dependent travels to a more expensive alternate destination, City Pair Program airfares are not authorized for any transportation related to the alternate destination. RAT reimbursement for travel to an alternate destination is limited to the amount allowed for transportation along a usually traveled route between the PDS and the actual residence. The civilian employee is financially responsible for all excess costs. Use the policy-constructed airfare to compute the constructed cost ([FTR §301-10](#) and [62 Comp. Gen. 596 \(1983\)](#)).

A. Time and Location Requirement

1. If a civilian employee's actual residence is in a location in the CONUS, or a non-foreign location OCONUS, he or she and any dependents must spend the majority of the RAT time in the CONUS or that non-foreign location OCONUS for RAT to be authorized.
2. RAT must not be authorized to an alternate destination if the traveler is merely routed through the country of actual residence en route to another country, travels to various points for personal reasons, or is a DoDEA teacher and does not meet the conditions in [par. 055011](#).

B. Administration. Any alternate destination is determined before travel begins and is stated in the order. If omitted, the order may be amended later to add the destination, or the alternate destination may be specifically approved on the reimbursement voucher if finance regulations or directives permit.

055010. Limitations

A. HHG. There is no authority for HHG transportation in connection with RAT except for necessary unaccompanied baggage authorized in this Part. Signing a renewal agreement for RAT can be the basis for reestablishing expired authority for HHG and dependent transportation to the extent of a prior order that was unused ([38 Comp. Gen. 653 \(1959\)](#)).

B. Unaccompanied Dependent. See [par. 055004](#) for an unaccompanied dependent's travel and transportation authority.

C. Duplicate Eligibility

1. Duplicate transportation is not authorized for individuals who may be separately eligible for RAT as a civilian employee and as a dependent. In other words, a couple, each with RAT authority, can only travel once. Each may not travel again as a dependent of the other.

2. When a civilian employee is on a PCS to a FEML area for a 12-month "without dependent" tour and extends service for another consecutive 12-month tour, the civilian employee is eligible for only one type of Government-funded leave, either RAT or FEML, but not both.

D. RAT Combined with Other Travel. A civilian employee may not be required to combine RAT with any other type of Government-funded leave or travel allowance.

055011. DoD Education Activity (DoDEA) Teacher

Under RAT authority, a teacher who satisfactorily completes the period of service in the service agreement is authorized travel to the actual residence in the CONUS or non-foreign location OCONUS during the summer recess. This travel is authorized whether return under the renewal agreement is to the same or a different area OCONUS.

A. Reassignment at Management's Request. Under RAT authority, after completing 1 school-year of service on a current service agreement, any teacher who is reassigned at management's request from one 2-year area to another 2-year area, may return to the actual residence in the CONUS or non-foreign location OCONUS during the summer vacation. The normal routing between the two PDSs must be through a location in the CONUS or non-foreign location OCONUS and the teacher must sign a new renewal agreement for the new area of assignment. Other reassignments at management's request do not qualify for RAT travel and must be limited to travel by direct routing as a PCS movement between the two PDSs. The first school year of service at the new location completes the second consecutive school year of required service under the initial service agreement. Unaccompanied dependent travel is exclusive of any time the teacher is actively enrolled at the college or university in a location in the CONUS or a non-foreign location OCONUS.

B. Attendance at an Accredited College or University

1. When the teacher chooses to return to a location in the CONUS or non-foreign location OCONUS for the summer at the end of the first school year of service, the teacher may be authorized round-trip RAT for education or professional development. A renewal agreement must be signed before leaving the area OCONUS. A teacher who returns to the area OCONUS after satisfactorily completing the period of service in the service agreement begins a school-year cycle for a new 2-year period of service under the renewal agreement. Unaccompanied dependent travel is exclusive of any time the

teacher is actively enrolled at the college or university in a location in the CONUS or a non-foreign location OCONUS. A teacher must meet one of the following conditions to be authorized round-trip RAT:

- a. Be under an agreement to attend an accredited college or university and must present satisfactory evidence of acceptance by, or an acceptable intent to attend, an institution for an appropriate course of study of 6 or more semester hours.
 - b. Pursue courses for professional preparation or advancement that are related to the present or planned needs of the DoDEA, or pursue other specific professional preparations meeting current DoDEA requirements.
 - c. Attend courses that are required for continued certification in the teacher's home state.
2. The teacher becomes financially responsible for previously paid travel costs to attend a course of instruction and the cost was at Government expense to a location in the CONUS or non-foreign location OCONUS when one of the following apply:
- a. The teacher cannot provide satisfactory proof of course completion.
 - b. The teacher has not provided a satisfactory reason for not completing the course.

C. Attendance at an Accredited College or University while on Authorized Extended Leave of Absence. Round-trip RAT may be authorized for professional growth for a teacher who is authorized a leave of absence to attend an accredited college or university at a location in the CONUS or a non-foreign location OCONUS. The teacher must have satisfactorily completed 2 school years in the DoD Overseas Dependents School System and he or she must meet the eligibility requirements for RAT. The teacher must execute a renewal agreement before departure for the authorized leave of absence. He or she must present all of the following to the appropriate official responsible for authorizing the extended leave of absence and RAT:

1. Acceptable evidence of intent to attend an accredited college or university to pursue a course of study leading to a higher degree or for graduate work in a chosen field.
2. Evidence that the course of study is not feasible through other means.
3. Proof or acceptance of the course of study.
4. Information regarding successful course completion.

D. Reassignment to a 1-year Tour Area. A teacher who requests reassignment at the end of the first school year, and receives management approval for reassignment to a new 1-year tour area, is authorized RAT to the actual residence in the CONUS or at a non-foreign location OCONUS for the summer recess. Personnel guidance applies for pay or leave status. RAT also is authorized from that actual residence to the new PDS OCONUS indicated in the renewal agreement.

E. HHG Storage between School Years. Authority for storage between school years is in addition to authority for SIT for HHG shipment. Storage under these two authorities may overlap in time. Substitute and part-time teachers are ineligible for storage between school years. Appropriate financial written guidance addresses indebtedness and appropriate notification for collection action. See [par. 054306-C](#).

1. Administrative Arrangements. The industrial relations officer or civilian personnel officer with administrative responsibility must notify the Transportation Officer about storage between school years. The notification must specify the storage period beginning and ending dates. The Transportation Officer is responsible for storage arrangements and must maintain a record of all storage costs or the reasonable value for storage furnished for each teacher.

2. Consecutive School Terms in Different Locations. If a teacher is at different locations for consecutive school terms, the losing command or activity pays storage costs until the HHG is removed from storage for transportation to the new PDS. The gaining command or activity pays for any storage costs after the date the HHG arrives at the new PDS. Storage may be at either the old PDS or new PDS, whichever location is most practical. The losing command pays for storage costs only if the HHG is stored at the old PDS.

055012. Dependent Transportation

Dependent transportation may be authorized for the civilian employee's RAT and is subject to the conditions in this paragraph. The dependent's transportation cost is limited to the Government's cost for transportation to the civilian employee's authorized destination. A dependent may be authorized RAT only when the civilian employee performs RAT ([35 Comp. Gen. 101 \(1955\)](#)).

A. Eligibility. A dependent is authorized round-trip transportation according to the civilian employee's renewal agreement, provided that the dependent traveled to the PDS OCONUS within the 1-year limit or became a dependent at the area OCONUS by marriage, birth, or adoption before the civilian employee began RAT. Dependent travel, performed after the civilian employee's RAT, must be completed within 6 months of the civilian employee's RAT start date.

B. Allowances

1. A dependent at the PDS OCONUS may accompany the civilian employee.
2. A dependent may travel before or after the civilian employee, but only after the civilian employee has met RAT eligibility requirements and the renewal agreement is in place.
3. A dependent who did not travel to a PDS OCONUS during the preceding tour, including a new dependent, is authorized one-way transportation to the PDS according to the civilian employee's renewal agreement.
4. A dependent may be authorized to use RAT to travel to the PDS OCONUS for the first time and may travel at different times than the civilian employee or with the civilian employee on return to the PDS OCONUS.
5. If the civilian employee's new tour is at a different PDS OCONUS, a dependent who does not accompany the civilian employee on RAT but remains at the old PDS OCONUS is authorized to travel from the old to the new PDS.
6. The dependent may return to the PDS OCONUS after the leave, if the civilian employee and dependent travel to the actual residence for leave before beginning a new tour OCONUS and the civilian employee is on TDY or attends a training course after the leave but before returning to the PDS OCONUS.

055013. Travel and Transportation Funding for RAT

A. Return to the Same PDS OCONUS. When a civilian employee completes a required service period at an activity OCONUS and executes a renewal agreement for an additional tour of duty at the same activity OCONUS, the activity to which the civilian employee is assigned must pay all travel and transportation costs.

B. Return to a Different PDS OCONUS

1. Losing Activity's Costs. Except for a DoDEA civilian employee, when a civilian employee completes a required service period at an activity OCONUS and executes a renewal agreement for an additional tour of duty at a different activity OCONUS, in the same or another DoD Component, the losing activity OCONUS must pay the costs en route to the actual residence or alternate point until return travel begins.

2. Gaining Activity's Costs. The gaining activity OCONUS in the same or another DoD Component must pay:

a. Costs en route from the actual residence or alternate point to the new PDS OCONUS.

b. Transportation costs of dependents who did not accompany the civilian employee on the RAT, and the HHG and POV transported directly from the old PDS to the new PDS OCONUS ([44 Comp. Gen. 767 \(1965\)](#)).

c. All PCS costs when a civilian employee transfers between activities funded by DoDEA.

C. Obtaining a Position while on Leave in the United States. A civilian employee who returns to the United States under a renewal agreement and arranges a move to a PDS in the United States while on leave is authorized reimbursement for travel and transportation expenses to the new PDS instead of to the actual residence in the service agreement OCONUS.

1. The losing activity OCONUS must pay the travel and transportation costs to the new PDS, limited to the cost to the actual residence.

2. The gaining activity may pay any additional travel and transportation costs from the actual residence to the new PDS. If the gaining activity does not authorize a PCS move, the losing activity must amend the order to provide for return from the losing activity to the actual residence for separation. Travel and transportation expenses for separation are funded according to [par. 053713-C](#).

3. If the Government incurs additional expenses due to RAT performed to the actual residence by the civilian employee or dependent, the civilian employee is responsible for those expenses.