
NOTES TO REQUEST FOR TRAVEL ORDERS

Part A - Employee's Information

Note 1: Home of Record/Actual Residence: is the residence occupied at the time the employee received the OCONUS assignment. This is the residence listed in the service or transportation agreement signed by the employee prior to departure to an OCONUS PDS, pursuant to which the employee is assured that the expenses of return travel and transportation will be paid by the Gov't. (JTR App A1)

Part B - Travel Information

Note 2: PCS (Permanent Duty Change of Station)

Note 3: Reporting Date: The date an employee is required to commence travel to comply with a PCS travel order. (JTR App A1)

Note 4: Alternate Origin and/or Destination Limitation. Travel and transportation allowances are limited to those between the old and new PDSs. The travel and transportation expense limit is the cost of allowable travel and transportation directly between the individual's actual residence at the time of selection/assignment and the PDS to which appointed/assigned. (JTR 5522)

Separation from OCONUS Employment: The losing activity must pay transportation cost for an employee, eligible for transportation under a service agreement, who returns to the actual residence/alternate destination NTE the travel/transportation cost to the actual residence, for separation from the losing OCONUSPDS.

Movement under the DoD Priority Placement Program (PPP): An employee returns to the U.S. through the PPP from a foreign area assignment, the gaining activity pays TQSE and MEA. Other PCS costs are paid by the losing activity.

Movement from an OCONUS Activity to a CONUS Activity: When an employee transfers from an OCONUS to a CONUS activity, the losing activity must pay employee and dependent transportation costs to the actual residence, or CONUS activity, NTE the cost to the employee's actual residence. (JTR5516)

Note 5: Early Return of Dependents: A dependent's return travel to the U.S. may be authorized before the employee's return to the actual residence/alternate destination.

Early return travel may be authorized when an employee is eligible for return transportation after completing the PDS service period agreement or the OCONUS command determines that it is in the Gov't's interest to return the dependent for reasons of a humanitarian/compassionate nature. Examples: physical/mental health, immediate family member death, authority imposed obligations, and other similar circumstances when the employee has no control. (JTR 5596)

Reimbursement - Limitations: When an employee's dependent returns before the employee is eligible for return travel, and for reasons other than those in par. 5596-C, transportation expenses are the employee's personal financial responsibility. (JTR5598)

Part C - Dependents Information

Note 6: Definition of Dependent: Any of the following named members of an employee's household at the time the employee reports for duty at a new PDS or performs authorized/approved OCONUS tour RAT or separation travel:

- a. Employee's spouse
- b. Employee's domestic partner, an adult in a domestic partnership with an employee of the same-sex. The relationship between partner and sponsor must conform to the definition of "domestic partnership" in the JTR.
- c. Children of the employee, of the employee's spouse, or of the employee's domestic partner who are unmarried and under age 21 years or who, regardless of age, are physically or mentally incapable of self support.
- d. Dependent parents (including step-and legally adoptive parents) of the employee, of the employee's spouse, or of the employee's domestic partner; and
- e. Dependent brothers and sisters (including step-and legally adoptive brothers and sisters) of the employee, of the employee's spouse, or of the employee's domestic partner who are unmarried and under 21 years of age or who, regardless of age, are physically or mentally incapable of self-support. (JTR App A1)

Note 7: Child's Age and Travel Eligibility: A dependent child's eligibility (see definition of dependent) for travel allowances depends on the child's age on the date the employee reports for duty at the new PDS. Example: A child 20 years and 11 months old when the employee reports to a new PDS is eligible for travel to that new PDS, even if travel is delayed until the child is age 22 years and 11 months.

Note 8: PET Transportation: Gov't-funded Pet Transportation Not Authorized. Pet transportation is not a separately reimbursable expense, but can be claimed under MEA IAW JTR par. 5818-E8.

Any expenses incurred relating to lodging for the employee's pet (e.g., a second hotel room), kennel/boarding fees (e.g., when employee pays a fee to board a pet at an animal hospital while HHG are prepared for shipment), and non-transportation/handling pet related expenses (e.g., inoculations, country entry fees, and costs for examinations necessary to bring a pet to the new PDS) are the employee's financial responsibility.

Note 9: Delayed Travel: All travel between authorized points (PDSs, etc.) in the travel order (including dependent(s)), and transportation (including HHG allowed) should be accomplished as soon as possible. Travel and transportation must be completed within 1 year from the employee's transfer/appointment effective date. (JTR5518)

Part D - Shipment of Household Goods (HHG)

Note 10: Household Goods (HHG): Items associated with the home and all personal effects belonging to an employee and dependents on the employee's effective date of transfer/appointment that legally may be accepted and transported by a commercial HHG carrier. (JTR App A1) The worldwide maximum weight of HHG that may be transported (and/or stored ICW transportation) is 18,000 lbs. net weight for each employee. (JTR Ch 5 Part B5)

Note 11: Non-Temporary Storage (NTS): Long-term HHG storage in lieu of transportation. NTS, at Gov't expense, may be authorized for a period NTE the tour of duty. (JTR5660)

Note 12: Unaccompanied Baggage (UB): UB is also commonly referred to as "Hold Baggage" by some Services/Agencies. UB weight is part of the total authorized HHG weight allowance.

- (1) 350 lbs. net weight for each adult and dependent age 12 or older, and
- (2) 175 lbs. net weight for each child under age 12

Excess UB. When the total weight of UB transported exceeds 2,000 lbs. (net), excluding the weight of PBP&E, the cost of transporting the excess UB weight is the traveler's financial responsibility (JTR3110)

Note 13: Professional Books, Papers and Equipment (PBP&E)

PBP&E are HHG and are part of the PCS weight allowance. (JTR5686). The agency may pay for shipping PBP&E as a discretionary item. When authorized, shipping PBP&E is considered an administrative cost to the agency. However, for ease of administration in calculating this allowance, PBP&E should be included as part of the HHG shipment, if possible. That is, if the net weight of the HHG plus the PBP&E is less than 18,000 pounds, the agency should ship the items together and pay for the HHG shipment in one payment. (FTR\$302-7.4)

Part E - Shipment of Privately Owned Vehicle (POV)

Note 14: POV (Privately Owned Vehicle): Any motor vehicle owned by, or on a long-term lease (12 or more months) to, a member/employee, or the member/employee's dependent for the primary purpose of providing personal transportation that:

1. Is self-propelled;
2. Is licensed to travel on the public highways;
3. Is designed to carry passengers or HHG; and
4. Has four or more wheels. (JTR App A1)

Note 15: POV transportation allowances are discretionary. (JTR5702)

Determine employee eligibility for POV transportation at Gov't expense. Must comply with the criteria and ensure consistent treatment of all DoD employees. Comply with the eligibility criteria established for the specific OCONUS area, and Obtain clearance from the appropriate OCONUS command. If you plan to ship a foreign privately owned vehicle (FPOV) at Government expense, the FPOV must meet Department of Transportation (DOT) and US Environmental Protection Agency (EPA) standards (i.e. US Specifications). If the request to fund the shipment of POV is approved, the employee needs to send a letter to the command requesting for the waiver in shipping the POV and the following information should be included: make/year/model of vehicle and vehicle identification number (VIN). The command needs to respond and endorse the request to NAVSUP Personal Property Office for the final approval and release of the waiver letter.

Note 16: POV storage on NTS at government expense not authorized. Civilian employees are only authorized POV storage in connection with evacuations (JTR Chapter 5, Part E, Section 2) or when assigned Temporary Change of Station (TCS) in support of a contingency operation (JTR, Paragraph C5234).

Part F - Lease Penalty Expense

Note 17: Lease Penalty Expense Portion: The amount of reimbursement shall not exceed the amount required by the specific terms of a rental contract signed by the employee as a prior condition of obtaining the lease, or the equivalent of three months' rent, whichever is less. (DSSR 242.4) If the request is approved, please provide copy of the lease agreement that indicates the total penalty and monthly rent.

OTHER

Note 19: Arranging Official Travel (JTR 2400)

1. It is mandatory policy that all DoD civilian employees/Uniformed Service members use an available DTMO (Defense Travel Management Office) contracted CTO (Commercial Travel Office), or a GSA contracted TMC (Travel Management Center) (when a DTMO contracted CTO is not available) for all official transportation requirements, except when authorized IAW par. 3045.
2. The eligible traveler must contact the responsible Agency/Service designated official if there is not an available DTMO contracted CTO to provide the official travel. DoD travelers contact DTMO.