



**PER DIEM, TRAVEL, AND TRANSPORTATION
ALLOWANCE COMMITTEE**
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ALEXANDRIA, VA 22350-9000

January 24, 2023

MEMORANDUM FOR: CIVILIAN ADVISORY PANEL

SUBJECT: CTD for CAP 06-23(I), "Expiration of FTR Bulletin 22-07"

1. Purpose: This item removes certain provisions from the JTR which implemented Federal Travel Regulations (FTR) Bulletin 22-07, "Relocation Allowances – Extended waiver of certain Federal Travel (FTR) provisions during the coronavirus disease 2019 (COVID-19) pandemic." The bulletin temporarily waived certain provisions of the FTR governing official relocation travel and renewal agreement (RAT) travel during the COVID-19 pandemic. FTR Bulletin 22-07 expired effective December 31, 2022.
2. This revision is forwarded for information purposes. No coordination is required.
3. Staff initiated this revision.
4. This revision will appear in the March 1, 2023, Joint Travel Regulations (JTR).
5. Action Officer: D. Scott Laws (david.s.laws2.civ@mail.mil).

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Christopher M. Woods
Team Lead, Policy and Regulations Branch

Attachment:
Joint Travel Regulations Revisions

cc:
Civilian Board of Contract Appeals
Defense Travel Management Office
General Services Administration

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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.

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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 Due to COVID-19. Effective March 13, 2019 to December 31, 2022, DoD may authorize an extension of the 1-year time limit for using all PCS allowances if relocation travel during COVID-19 cannot be delayed and additional time is required to complete all aspects of relocation due to COVID-19. (See [FTR Bulletin 22-07](#)).~~

HG. 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.

* * * *

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. ~~From March 13, 2019 to December 31, 2022, additional travel days may be authorized if flights are delayed, cancelled, or changed for reasons beyond the employee's control (See [FTR Bulletin 22-07](#)).~~ 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.

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054001. Eligibility and Authorization for HHT

Table 5-78. Travelers Eligible for an HHT		
1	Authorized	<ul style="list-style-type: none"> a. A civilian employee. b. Civilian employee's spouse. c. Attendant or escort for civilian employee or spouse.
2	Not Authorized	<ul style="list-style-type: none"> 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

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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. ~~From March 13, 2019 to December 31, 2022, additional travel days may be authorized if flights are delayed, cancelled, or changed for reasons beyond the employee's control (See FTR Bulletin 22-07).~~ 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. ~~From March 13, 2019 to December 31, 2022, additional travel days may be authorized if flights are delayed, cancelled, or changed for reasons beyond the employee's control (See FTR Bulletin 22-07).~~

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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

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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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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

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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.

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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

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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. ~~From March 13, 2019 to December 31, 2022, if additional HHT days are authorized, then the additional HHT days are deducted from the TQSE payment (See FTR Bulletin 22-07).~~—When HHT (Lump Sum) is paid, 5 days are

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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	75% of the daily maximum per diem

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Table 5-85. Per Diem Daily Rate for TQSE (AE)		
	employee in TQSE (AE),	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.

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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

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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. Unforeseen circumstances beyond the civilian employee's control resulting from the COVID-19 national emergency (See [FTR Bulletin 22-07](#)).~~

~~h.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:

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- 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. Unforeseen circumstances beyond the civilian employee's control resulting from the COVID-19 national emergency (See [FTR Bulletin 22-07](#)).~~

~~f.~~ 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. ~~In accordance with [FTR Bulletin 22-07](#), the PDTATAC has been granted temporary authority to increase the number of days for SIT extensions that are due to unforeseen circumstances resulting from COVID-19.~~ The PDTATAC may authorize or approve extensions of the SIT period for no more than a total of 730 days. All travel and transportation must be completed within 2 years 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

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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.

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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

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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.

~~E. Delay Due to COVID-19. This paragraph is effective for civilian employees whose RAT was delayed or suspended due to COVID-19 travel restrictions on or after March 13, 2019 and who have not yet taken RAT. The Service or Agency may waive the requirement to have 12 months remaining on the successive tour of duty. This waiver does not impact the length of a civilian employee's service agreement with their Service or Agency. This authority expires December 31, 2022, unless extended or rescinded by GSA (See FTR Bulletin 22-07).~~

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