

New Construction

Travel & Pay

Entitlements

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McKean
DEFENSE GROUP

Real understanding. Real commitment. Real solutions.

Accounting Category Codes (ACC)

ACC 106 and ACC 352 orders highlights

Per Diem Basics

PCS Travel Entitlements

POV Travel From The Shipyard To Homeport

Basic Allowance For Housing (BAH)

Family Separation Allowance (FSA)

Basic Allowance For Subsistence (BAS)

Ship's Custody Transfer (SCT)

GOB/Return to Homeport Travel

Reference: MILPERSMAN 1306-802

ACC 100: “For Duty”

These orders will detach the member from "DUTY CFO" (ACC 106) with the PRECOMUNIT - PCU or PRECOMDET - PCD and direct the member to report to the vessel For Duty (ACC 100) on board when placed "IN SERVICE."

ACC 106: “For Duty In Connection With Fitting Out – DUTY CFO”

For periods of duty in excess of 180 days at one locale (PRECOMUNIT or PRECOMDET) in connection with Precom (Fitting Out).

ACC 352: “For Temporary Duty In Connection With Fitting Out – TEMDU CFO”

For periods of duty in transit less than 180 days in connection with Fitting Out.

- ACC 106 Follow On Orders

Personnel Assigned to Pre-Commissioning Detachments (PCD)

Personnel who are ACC 106 at either PCD San Diego, CA or PCD Norfolk, VA will receive follow-on PCS orders to the construction site and ultimately to USS, approximately 6 – 9 months prior to Ships' Custody Transfer (SCT). This is authorization to move dependents/ household goods (HHG) to the ship's homeport or designated place.

- ACC 352 Follow On Orders
- Personnel may be assigned ACC 352 (Temporary Duty In Connection With Fitting Out) at the respective PCD and/or the Pre-Commissioning Unit (PCU) at the construction site.
- Personnel cannot be assigned ACC 352 in excess of 179 days at any one location.
- ACC 352 Personnel, only upon receipt of ACC 100 orders will members be authorized to move dependents/ household goods (HHG) to the ship's homeport or designated place.

Per Diem – A daily payment for lodging, meals and related incidental expenses.

References:

- **JTR Chapter 4 Part B – Temporary Duty Travel – Per Diem Allowance**
- **JTR Chapter 4 Part B Section 4 – Long Term TDY Flat Per Diem**
- **JTR Chapter 2 Part H Section 1 – Government Quarters Use/ Availability**
- **JTR Chapter 4 Part B Section 3 para 4235 – Government Mess Use/ Availability**
- **JTR Chapter 4 Part B Section 1 para 4110(E) – TDY ICW Fitting-out/Conversion of a Ship/Service Craft**

Daily Rate Factors

The daily rate of per diem you may be entitled to is based on several factors:

1. The geographic location of the TDY duty station.
 - a) Each location has a Lodging rate and also an MIE (Meals & Incidental Expense) rate.
 - b) The following web site has the maximum per diem rates authorized based on location:
<http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>

Daily Rate Factors (cont'd)

- c) Your PCS orders will normally contain the following statement in the body of your orders regarding the use of government quarters and messing. This statement is referred to as a “P-Text” and is included in the orders by the detailer.

“- Member Directed: For each intermediate stop(s), if government quarters are available (BEQ) and the base has a government mess (appropriated fund food service activity/galley) available to the traveler, use of the government mess and government meal per diem rate is directed. If government messing is not available or is partially available, obtain an endorsement to that effect from the host command. JFTR para U4400 and CNO Washington DC NAVADMIN 223/96 (172134Z SEP 96) and NAVADMIN 223/96 (302056Z SEP 96) apply.

No per diem/lodging reimbursement is authorized if this intermediate stop is in the same geographic location as ultimate station.”

Daily Rate Factors (cont'd)

2. **Availability/Non-Availability of Government Quarters & Government Messing at the TDY duty station.**
 - a) If Government Quarters OR Government Messing AREN'T available you must obtain a written or rubber stamp endorsement from the NGIS at the TDY location.
 - b) This endorsement will be stamped on your orders or you will be given a written paper Certificate of Non-Availability (CNA).

Daily Rate Factors (cont'd)

- c) Certificates of Non-Availability (CNA's) are normally issued for no more than 30 days at a time.
- d) **Certificates of Non-Availability (CNA's) are not automatically renewed.** CNA's also will not be back dated. You must go back to the NGIS approximately 5 - 10 days before your CNA expires.
 - 1) If there is still no room available in the NGIS, they'll issue another CNA.
 - 2) If there's room available in the NGIS, you'll have to check-out of the hotel/Navy Lodge the day your CNA expires and move into the NGIS.

FLAT RATE PER DIEM FOR LONG TERM TDY

- **Effective 1 November 2014, anyone TDY 31 days or more at a single location and government quarters/messing are not available is subject to the Flat Rate Per Diem for Long Term TDY.**
- The traveler will be subject to a maximum 75% reimbursement for lodging & MIE for the TDY location in excess of 31 days, but less than 181 days.
- The traveler will be subject to a maximum 55% reimbursement for lodging & MIE for the TDY location in excess of 181 days.

FLAT RATE PER DIEM FOR LONG TERM TDY (cont'd)

- **The JTR states that if a traveler is unable to find suitable commercial lodging at the reduced per diem rate, they should contact their Commercial Travel Office (CTO)/SATO for assistance.**

PER DIEM INFORMATION SPECIFIC TO BATH, ME

- **Government quarters & messing aren't available at Pre-Commissioning Unit in Bath, ME. Per Diem rates for Bath, ME are listed below.**

Location	County	Dates	Full Locality Rate 100%			75% Flat Rate			55% Flat Rate		
			TDY length is 30 days or less			TDY length is 31 - 180 Days			TDY length is 181 Days+		
			Lodging	MI&E	Max Per Diem	Lodging	MI&E	Flat Rate Per Diem	Lodging	MI&E	Flat Rate Per Diem
Bath	Sagadahoc	01 JAN - 30 JUN	\$99	\$56	\$155	\$74.25	\$42.00	\$116.25	\$54.45	\$30.80	\$85.25
Bath	Sagadahoc	01 JUL - 31 AUG	\$142	\$56	\$198	\$106.50	\$42.00	\$148.50	\$78.10	\$30.80	\$108.90
Bath	Sagadahoc	01 SEP - 31 OCT	\$124	\$56	\$180	\$93.00	\$42.00	\$135.00	\$68.20	\$30.80	\$99.00
Bath	Sagadahoc	01 NOV - 31 DEC	\$99	\$56	\$155	\$74.25	\$42.00	\$116.25	\$54.45	\$30.80	\$85.25

Advance Per Diem Factors

- 1. Advance Per Diem is not paid automatically.**
- 2. If you want advance per diem, you'll have to request it through PCD Admin or the PCU Personnel Office.**
- 3. The following documentation will have to be provided:**
 - a) A copy of lodging receipt indicating daily room cost
 - b) Certificate of Non Availability (if applicable)
 - c) Copy of orders
 - d) Banking information for Direct Deposit (account # & RTN #)

Advance Per Diem Factors

- 4. Processing time varies from location to location. Ask your personnel services representative about the average processing time in order to determine your needs.**

- 5. Advance per diem is normally paid for no more than 30 days. You must file for advance per diem every 30 days if entitled, providing the documentation mentioned earlier.**

Per Diem Must-Know

- DO remember to make copies of all Certificates of Non-Availability's (CNA'S).
- DO remember when you check-out of the NGIS, Navy Lodge or Hotel to checkout at the front desk the DAY you depart and get a copy of your complete itemized lodging receipt covering your entire stay. "ZERO BALANCE RECEIPT"

Keep this receipt somewhere safe. It will be required when you file your travel claim!

- DO remember that all advances are based on estimates.
- DO remember anytime you're in a leave status, TAD, hospitalized or underway that you're **NOT** entitled to per diem!
- DO remember to keep copies of all airline itineraries/tickets from the Commercial Travel Office (CTO)/SATO. They are required!!

When in doubt, keep a copy!

References:

- JTR Chapter 3
- JTR Chapter 5

A. Travel And Transportation Options

Normally on PCS orders you are allowed several travel options enroute to the various TDY duty stations and your New Permanent Duty Station specified in your orders.

These options include the following:

- 1. Travel via Privately Owned Vehicle (POV);**
- 2. Procure common carrier transportation;**
- 3. Be provided transportation in kind.**

I. Travel via Privately Owned Vehicle (POV)

When you elect to travel via Privately Owned Vehicle (POV) you are entitled to travel time, mileage allowance and a per diem allowance.

- a) **Travel Time** - The number of travel days authorized is determined by the official distance from your current duty station to the next duty station specified in your orders.

On PCS orders, generally one (1) day of travel is authorized for every 350 miles of the official distance ordered. If the excess distance is 51 miles or more, one additional day of travel is allowed.

Travel via Privately Owned Vehicle (POV) (continued)

TRAVEL TIME TABLE FOR POV TRAVEL				
MILES DRIVEN	TRAVEL TIME		MILES DRIVEN	TRAVEL TIME
0 – 400	1 Day		1,801 – 2,150	6 Days
401 – 750	2 Days		2,151 – 2,500	7 Days
751 – 1,100	3 Days		2,501 – 2,850	8 Days
1,101 – 1,450	4 Days		2,851 – 3,200	9 Days
1,451 – 1,800	5 Days		3,201 – 3,500	10 Days

Travel via Privately Owned Vehicle (POV) (continued)

b) Mileage Allowance – MALT (Mileage in Lieu of Transportation)

Mileage Allowance is paid at the rate of \$.23 per mile for the official distance of ordered travel.

c) Per Diem Allowance – Flat Per Diem

Flat Per Diem is paid at the rate of \$129 per day for each authorized day of travel via POV.

II. Procure common carrier transportation

If you are taking leave between duty stations and purchase your own transportation whether it be via commercial plane, train or bus your reimbursement is limited to what it would have cost the government to purchase transportation for you for the ordered points of travel.

KEEP ALL AIRLINE, TRAIN OR BUS TICKETS PURCHASED AS THEY WILL BE REQUIRED TO DETERMINE HOW MUCH YOU CAN BE REIMBURSED!

- a. **Travel Time** - Only 1 day of travel is authorized for travel via commercial transportation.
- b. **Per Diem Allowance** - You are entitled to a partial per diem allowance for your travel time.

III. Be provided transportation in kind

If you are traveling directly from your current duty or TDY station to your next TDY or permanent duty station (**you are not taking leave enroute**) your travel arrangements must be made with the Commercial Travel Office (CTO) at the servicing Personnel Support Detachment (PSD). **This is DOD Policy and is MANDATORY!** (JTR Chapter 2)

- a. **Travel Time** - Only 1 day of travel is authorized for travel via commercial air travel.
- b. **Per Diem Allowance** - You are entitled to a partial per diem allowance for your travel time.

B. Mixed Mode Travel

- **What is mixed mode travel?** Travel using Privately Owned Vehicle (POV) or (including on a PCS, a rental vehicle procured at personal expense) and one or more of the following modes:
 - Personally-procured commercial transportation;
 - Government-procured commercial transportation;
 - Government transportation.

Reimbursement for mixed mode travel is limited to actual expense **not to exceed** the mileage allowance (MALT) and per diem allowance (Flat Per Diem) authorized for the ordered travel distance.

- **Mixed Mode Travel (continued)**

- a. **Travel Time**

1. Travel time authorized for the total distance traveled by POV is calculated up to the travel time authorized for points of ordered travel.
2. 1 day of travel for any commercial transportation.

Example:

Sailor is ordered to travel from Naval Station – San Diego, CA to PreComUnit at Bath, ME.

Official distance between Naval Station – San Diego, CA and Bath, ME is 3031 miles.

3154 miles ÷ 350 miles = 8.66 days.

Sailor is authorized maximum of 9 days travel for travel from San Diego, CA to Bath, ME.

- **Mixed Mode Travel (continued)**

Sailor drives Privately Owned Vehicle (POV) from San Diego, CA to Oklahoma City, OK, takes leave and purchases a one-way commercial plane ticket from Oklahoma City, OK to Portland, ME for **\$300.00.**

TRAVEL TIME CALCULATION:

1354 miles Distance from San Diego, CA – Oklahoma City, OK

1354 miles ÷ 350 = 3.86

Sailor is authorized 4 days travel time for POV travel from San Diego, CA – Oklahoma City, OK;

Member flies from Oklahoma City, OK – Portland, ME;

Sailor is authorized 1 day of travel for travel via Commercial Air;

Sailor is authorized maximum of 5 days travel time based on modes of travel used from San Diego, CA – Portland, ME.

- Mixed Mode Travel (continued)

COST COMPARISON

TRAVEL ENTIRELY VIA POV

3031 miles @ \$.23 = \$697.13
 9 days TT @ \$129 = \$1161.00

Total Entitlement \$1858.13

ACTUAL TRAVEL VIA MIXED MODE

1354 miles @ \$.23 = \$311.42
 4 days TT @ \$129 = \$516.00
 1 Day TT (Comm. Air) = \$66.00
 Commercial Plane Ticket \$300.00

Total Actual Expenses \$1193.42

The sailors' entitlement would be \$1193.42, actual travel expenses since it is less than the maximum amount allowed if he/she had driven the entire distance from San Diego, CA – Bath, ME.

If this sailor had been paid advance travel pay, they would have been overpaid \$664.71. Just a word of caution if you are intending to travel via mixed mode travel.

C. POV Travel From Shipyard - Homeport For ACC 106 Personnel

- **ACC 106 personnel at the shipyard are authorized to drive their POV to the ships' designated homeport upon receipt of their BUPERS Orders transferring them from the PCU to USS ...**
- You are authorized travel time, mileage allowance (MALT) and Flat Per Diem as well as a one-way commercial plane ticket from the ships' homeport back to the shipyard.
- A total of 10 days travel is authorized for travel from Bath, ME to San Diego, CA. (9 days TT via POV + 1 day TT for your return to the shipyard via commercial air)
- If you are unable to drive their POV back to the homeport, your POV may be shipped to the homeport at government expense.

POV Travel From The Shipyard To Homeport

ACC 352 Personnel

- The Per Diem, Travel And Allowance Committee ruled in 2001, that sailors who have been ordered via the ships' homeport via BUPERS Orders **ARE NOT** authorized to drive or transport their POV's back to the ships' homeport at government expense.
- Should you decide to drive your POV to the shipyard and fall into this category all expenses incurred will be at your personal expense. You **ARE NOT** authorized any travel time and your chain of command will have to authorize leave.

D. Dependent Travel Entitlements

- Travel entitlements for dependents are very similar to a sailors. The major difference is when dependents travel via POV.
- Also, because you are being assigned to “Unusually Arduous Sea Duty “ you have the option of moving your dependents to a “Designated Place”.

I. Travel via Privately Owned Vehicle (POV)

- Up to two (2) POV’s are authorized for sailors with dependents,if utilized.
- The key factors that determine your dependents travel entitlements via POV are:
 1. Are the sailor & spouse traveling together or separately?
 2. Is more than one POV being used?
 3. How old are the children?

D. Dependent Travel Entitlements (Continued)

• **Mileage In Lieu Of Transportation (MALT)**

The MALT rate per authorized POV is \$.23/mile regardless of the number of passengers.

The sailor may be reimbursed for the use of 2 POV's by dependents only if the sailor travels via the 2nd POV.

When dependents travel separately from the sailor, the spouse is considered the "owner/operator" of the POV.

• **Flat Per Diem**

1) "Owner/Operator" - \$129/day for each day of travel.

2) Dependents – Sailor accompanies family

75% of \$129 for each dependent 12 and older - **\$96.75/day**

50% of \$129 for each dependent under 12 - **\$64.50/day**

When dependents travel separately, the spouse (Owner/Operator) will be entitled to \$129/day for each day of travel.

II. Procure common carrier transportation

If your dependents aren't traveling directly from Maine to the ships' homeport; i. e. they are going to spend time with relatives prior to continuing on to the ships homeport you will have to purchase their transportation from a commercial source whether it be via commercial plane, train or bus. Your reimbursement is limited to what it would have cost the government to purchase transportation for your dependents for the ordered points of travel. The Commercial Travel Office (CTO)/SATO is only authorized to make reservations for official authorized points of travel as outlined in BUPERS orders.

KEEP ALL AIRLINE, TRAIN OR BUS TICKETS PURCHASED AS THEY WILL BE REQUIRED TO DETERMINE HOW MUCH YOU CAN BE REIMBURSED!

- a. **Travel Time** - Only 1 day of travel is authorized for travel via any commercial transportation.
- b. **Per Diem Allowance** - entitled to a partial per diem allowance for your travel time.

III. Be provided transportation in kind

Dependents traveling directly from Maine to the ships' homeport, will coordinate their travel reservations via the PCU Personnel Office. Based on your request flight reservations will be made via the Commercial Travel Office (CTO)/SATO.

The government will only pay for transportation for travel from and to locations, specified in the PCS orders. If dependents' desire circuitous routing the sailor will pay any cost difference between travel points authorized and desired travel.

This is MANDATORY DOD Policy! (JTR Chapter 2)

E. Dislocation Allowance (DLA)

1. **Members with dependents** - Dislocation Allowance (DLA) is authorized when dependents relocate in connection with a PCS move.
2. **Members without dependents** - Dislocation Allowance (DLA) is authorized when relocated in connection with a PCS move and Government Quarters are not assigned at the new Permanent Duty Station (PDS). E4 (over 4 years) and E-5 personnel must be authorized to reside ashore by their commanding officer.

E. Dislocation Allowance (DLA) (Continued)

- For members without dependents, Dislocation Allowance (DLA) entitlement continues for 60 days if Government Quarters assignment and occupancy upon arrival at the new PDS is for 60 days or less. When calculating the 60 days, exclude days the member is deployed or TDY. In justifiable cases, up to 60 additional days may be authorized/approved by the members' commanding officer for a maximum of 120 days.
- Members with dependents who elect to be a Geographic Bachelor (GOB) at their Permanent Duty Station (PDS) and **do not** occupy Government Quarters are entitled to Dislocation Allowance (DLA) at the single rate.

E. Dislocation Allowance (DLA) (Continued)

Pay Grade	Without Dependent Rate	With Dependent Rate	Pay Grade	Without Dependent Rate	With Dependent Rate
O-10	\$3,667.21	\$4,514.29	W-4	\$2,709.36	\$3,056.23
O-9	\$3,667.21	\$4,514.29	W-3	\$2,277.16	\$2,800.08
O-8	\$3,667.21	\$4,514.29	W-2	\$2,022.38	\$2,575.96
O-7	\$3,667.21	\$4,514.29	W-1	\$1,692.84	\$2,227.82
O-6	\$3,364.37	\$4,064.71	E-9	\$2,225.15	\$2,933.49
O-5	\$3,240.32	\$3,917.97	E-8	\$2,042.36	\$2,704.05
O-4	\$3,002.85	\$3,453.76	E-7	\$1,744.90	\$2,510.61
O-3	\$2,406.54	\$2,857.40	E-6	\$1,579.45	\$2,319.83
O-2	\$1,908.97	\$2,439.89	E-5	\$1,456.73	\$2,086.38
O-1	\$1,607.48	\$2,181.12	E-4	\$1,267.30	\$2,086.38
O-3E	\$2,598.64	\$3,070.86	E-3	\$1,243.29	\$2,086.38
O-2E	\$2,209.12	\$2,770.74	E-2	\$1,009.85	\$2,086.38
O-1E	\$1,899.63	\$2,559.96	E-1	\$891.57	\$2,086.38
W-5	\$3,050.86	\$3,333.69			

F. Temporary Lodging Expense (TLE)

- Temporary Lodging Expense (TLE) is intended to **partially** pay for lodging/meal expenses when a member/dependents occupy temporary quarters INCONUS due to a PCS move.
- Personnel are authorized a maximum of 10 days for a PCS move INCONUS. (days may be split between the old and new Permanent Duty Station (PDS)).
- TLE can be used prior to detaching the old PDS, after reporting to the new PDS or during your “delay in reporting” time between duty stations, provided you aren’t in a travel status.
- Temporary Quarters must be:
 - a) a temporary residence;
 - b) in the vicinity of the old/new PDS

F. Temporary Lodging Expense (TLE) (Continued)

- Temporary Quarters may be allowed if assigned Family Type Government housing is not occupied due to the following:
 1. Household Goods have not been shipped from the old PDS; or
 2. Household Goods have not been received at the new PDS; or
 3. Household Goods have been packed, picked up and/or shipped from the old PDS.
- Lodging receipts are required.
- When staying with friends/relatives, lodging costs is not authorized, but the meal portion of TLE is payable.
- Maximum reimbursement is \$290/day.

F. Temporary Lodging Expense (TLE) (Continued)

- **Use of Government Quarters**

Single Sailors – Use of government quarters is required if a sailor claims TLE prior to detaching from their old PDS or after reporting to their new PDS. If government quarters are not available, you must obtain a **Certificate of Non-Availability (CNA)** from the servicing Combined Bachelor Quarters (CBQ), **prior to obtaining commercial lodging.**

If the sailor utilizes commercial lodging during his/her “delay in reporting” between duty stations no CNA is required.

Married Sailors – Use of Government Quarters **is not** required.

G. Travel Advances

- Travel advances for PCS travel can not be paid more than 10 days prior to the start of travel.
- You must request advance travel via the PCU Personnel Office.
- If you are not moving your dependents directly to the homeport or your dependents plan on using “mixed mode” travel enroute to the homeport, **you are highly encouraged not to draw all advance allowances that are normally authorized for a PCS move.** The situations when this recommendation would be made are too numerous to cover in this presentation.

- Reference: **MILPERSMAN 1320-210**
- The intent of this permissive TAD authorization is to permit sailors time away from their present PDS to establish housing:
 - a) Within the area of the new PDS;
 - b) At a designated place.
- The commanding officer may authorize permissive TAD, upon a sailor's receipt of PCS orders.
- TAD may be authorized for up to a total of 10 calendar days, when combined with weekends, holidays and liberty.
- Permissive TAD may not be combined with PCS funded or temporary duty travel.

- As with most regulations, there are exceptions to these rules:
 - 1) Command funded TAD orders may be combined with Permissive House Hunting, however any additional costs incurred, other than transportation for return to the permanent duty station are the responsibility of the sailor.
 - 2) Leave maybe combined with Permissive House Hunting.
 - 3) If a sailor does not use Permissive House Hunting prior to reporting to the new PDS, the sailor's new commanding officer may authorize Permissive House Hunting up to 90 days after the sailor reports for duty.

References:

- **JTR Chapter 10**
- **OPNAVINST 7220.12 – Basic Allowance For Housing (BAH) Entitlements**

BAH With Dependents

- Generally, a members' BAH is based on Pay Grade & their Permanent Duty Station (PDS). There're a few exceptions:
 1. If the member is assigned TDY at or in the vicinity of the New Permanent Duty Station (PDS) location, BAH for the New Permanent Duty Station (PDS) begins on the day of arrival in a TDY status.
 2. Sailors reporting from duty stations OUTCONUS who served **accompanied tours**, receive BAH – Transit until they report onboard their New Permanent Duty Station. BAH – Transit is based on pay grade and dependency status only!
 3. Sailors reporting from duty stations OUTCONUS who served **unaccompanied tours** receive BAH based on dependent location until reporting to their New Permanent Duty Station

- **On Ship's Custody Transfer (SCT), BAH rate paid is based on the homeport of the ship.**

- **BAH With Dependents For ACC 106 Geographic Bachelors(GOB's)**
- 1. Effective 28 Feb 2012, the Assistant Secretary of the Navy (Manpower and Reserve Affairs) authorized payment of Basic Allowance for Housing (BAH) based on member's old Permanent Duty Station (PDS) or previously approved designated place of residency for dependents of personnel assigned to Pre-Commissioning Units (PCUs).
- 2. Currently OPNAV-N130 is the **only approving authority** for these requests. The request package shall contain a copy of the PCS orders to the PCS (first page showing old and new PDS is sufficient), a copy of the Dependency Application NAVPERS 1070/602 (Page 2), a command endorsed request and documentation reflecting previously approved designated place, if applicable.
- 3. All requests for BAH With Dependents based on dependent location must be routed to the PCU Personnel Office after the Commanding Officers approval.

- **BAH With Dependents For ACC 106 Geographic Bachelors(GOB's)**
- 4. The PCU Personnel Office will submit the request and supporting documentation to N130 for final approval/disapproval.
- 5. Once N130 has made a final determination, they'll email the approval/disapproval letter to the PCU Personnel Officer. A copy of the approval/disapproval letter will be forwarded to the sailor.
- 6. If N130 has approved your request, the PCU Personnel Office will process paperwork to change the location that your BAH is paid for retroactively from the date you reported to the PCU.

- **BAH With Dependents For ACC 106 Geographic Bachelors(GOB's)**

Frequently Asked Questions

1. If the dependents relocate from the previously approved designated place to another location at personal expense prior to or after issuance of orders to the PCU, is member eligible to receive BAH based on the new location once assigned to the PCU?

A. No, eligibility is restricted to BAH based on dependent's location at the old PDS or previously designated place. If dependents move to any another location, there is no authority to pay BAH based on dependent location and the housing allowance will be based on the member's permanent duty station.

BAH With Dependents For ACC 106 Geographic Bachelors(GOB's)

2. Can BAH based on the old PDS be approved for single Sailors who own dwellings at the old PDS?
 - A. Authority to approve BAH based on the old PDS is restricted to members with dependents. Single members, including mil-to-mil Sailors without dependents, are not authorized to receive BAH based at the old PDS unless the PCU/new PDS is within commuting distance of the old PDS and member meets the requirements of a close proximity move as outlined in NAVADMIN 101/10.
3. Can an Overseas Housing Allowance (OHA) based on dependent location be approved if the old PDS or designated place is an OCONUS non-foreign location such as Guam or Puerto Rico?
 - A. Approval for a housing allowance based on the old PDS or previously approved designated place, pursuant to assignment to a PCU, is restricted to BAH locations. This includes the non-contiguous U.S. states of Alaska and Hawaii. There is no authority to approve a housing allowance based on dependent location in OHA areas including U.S. territories such as Guam and Puerto Rico.

- **BAH With Dependents For ACC 106 Geographic Bachelors(GOB's)**
- 4. If approved to maintain BAH at the Alaska or Hawaii rate, would Cost of Living Allowance (COLA) be payable as well?
 - A. Yes, member would be authorized continuation of station allowances (COLA/TLA) for dependents/dependents at a designated place in Alaska and Hawaii. However, authorization for continuation of logistics support and continued occupancy of or assignment to family-type government quarters must be obtained locally.
- 5. If the BAH rate at the old PDS or previously approved designated place decreases after member executes PCS orders to the PCU, would BAH based on dependent location be payable at the previous higher rate?
 - A. BAH rate protection is afforded as long as the member retains uninterrupted eligibility to a specific BAH rate. So, if the dependents continue residence at the old PDS or previously approved designated place, BAH at the higher rate would continue to be paid.

- **BAH With Dependents For ACC 106 Geographic Bachelors(GOB's)**
6. If the member moves the dependent to the prospective (i.e., the home port has not been promulgated or announced) homeport of the ship, can BAH be paid for that location, vice the old PDS or previously approved designated place?
- A. There is no authority to pay BAH based on the ship's prospective homeport if that location is not the old PDS or previously approved designated place. However, once a member receives PCS orders to the ship, advance travel of dependents to the homeport or designated place can be requested and if approved, BAH based on the ship's homeport is payable effective date of arrival of dependents at the new homeport or date of issuance of orders whichever comes later. Release of PCS orders to announced homeport is contingent on the OPNAV/DNS announcement date. Advance travel of dependents must be authorized by PERS-451. Submitted requests must include supporting documentation as in the second paragraph above.

- **BAH With Dependents For ACC 106 Geographic Bachelors(GOB's)**
7. If member receives PCS orders to the Pre-commissioning Detachment (PCD) instead of the PCU, is BAH based on old PDS or previously approved designated place payable?
 - A. A member assigned to a PCD is authorized approval to receive BAH based on dependent location or previously approved designated place in the same manner as a member assigned to a PCU.

**Reference: OPNAVINST 7220.12, Enclosure (2)
JTR Chapter 10, Part E, Section 1 & 9
JTR Chapter 10, Table U10E-1, Rule 4
JTR Chapter 10, Table U10E-12**

- Rules/regulations for BAH Without Dependents can be quite complex and no two situations are identical.
- Major qualifying factors for sailors' assigned to **sea duty**:
 1. E-6 and above do not require CO's approval.
 2. E-5 & E-4 (over 4 years of service) must request approval from the CO of the Naval Station where the ship is homeported via their Commanding Officer.
 3. Shipboard E-4 sailors who were previously assigned to shore duty in the same geographical location will continue to receive BAH if continuing to permanently reside ashore.
 4. Shipboard E-3 and below sailors, including those claiming dependents solely for the purpose of paying child support, are prohibited by law from receiving BAH.

There are several different situations affecting a sailor's entitlement to BAH (Without Dependents) in a "New Construction" environment.

1. **The Sailor whose Last Permanent Duty Station (LPDS) and New Permanent Duty Station (NPDS) ARE in the same geographical area.**

Reference: JFTR, Chapter 10, Part E, Section 1, para. U10400
JFTR, Chapter 10, Table U10E-1, Rule 4
NAVADMIN 101/10
N130C/09U0467 dated 8 Jun 09
(Slides 53 - 58)

2. **The Sailor whose Last Permanent Duty Station (LPDS) and New Permanent Duty Station (NPDS) ARE NOT in the same Geographical Area.**

Reference: JFTR, Chapter 10, Section 9, para. U10416
JFTR, Chapter 10, Table U10E-12
(Slides 59 – 60)

3. **Military to Military (MIL to MIL).**

Reference: OPNAVINST 7220.12, Enclosure (3) (Slide 61)

4. **BAH – Diff Divorced or single member, paying court-ordered child support.**

Reference: OPNAVINST 7220.12, Enclosure (1) (Slide 62)

1. The sailor whose Last Permanent Duty Station (LPDS) and New Permanent Duty Station (NPDS) **ARE** in the same Geographical Area. (Close Proximity Move)

Reference: JFTR Chapter 10, Table U10E-1, Rule 4 (Effective 10 DEC 09)

TABLE 10E-1, RULE 4		
If member is	Then BAH or OHA accrues	BAH or OHA does not accrue
Ordered to report for TDY In Conjunction With the fitting out or conversion of a ship, then permanent duty aboard the same ship when placed in commission.	If the member is not assigned to Government Quarters at the old PDS or aboard ship (New PDS). Par. U10416 to determine which rate is payable.	If the member is assigned to Government Quarters at the old PDS or aboard ship (New PDS).

1. The sailor whose Last Permanent Duty Station (LPDS) and New Permanent Duty Station (NPDS) **ARE** in the same Geographical Area (Close Proximity Move). (cont'd)

- Sailors' must comply with the provisions of NAVADMIN 101/10 and N130C/09U0467 letter dated 8 June 09.

The following is verbatim from NAVADMIN 101/10

- “ 2. Service members With or Without Dependents who are reassigned within the Continental United States, maintain an established residence, and still commute daily to their New PDS or homeport, may qualify for BAH based on their previous PDS under the provisions of a close proximity move. To qualify for BAH based on the previous PDS, The following provisions must be met:

A. Funding for a household goods (HHG) move must not be authorized. The current order writing system automatically assigns HHG funding to a member's orders when the previous PDS and new PDS are more than 30 miles apart. In these cases, members would not be eligible to receive BAH based on the previous PDS. However, these members can request through their detailers to remove that funding line to become eligible for BAH based on the previous PDS. **This removal must be completed prior to the member executing the orders, or no authorization/approval for BAH based on the previous duty station can be granted.** There is no retroactive approval process or waiver for granting BAH at the previous PDS if orders are executed that include HHG funding authorization.

1. The sailor whose Last Permanent Duty Station (LPDS) and New Permanent Duty Station (NPDS) **ARE** in the same Geographical Area (Close Proximity Move).
(cont'd)
 - B. The member must maintain a continuous residence. The member must have established a continuous residence at the previous PDS prior to receiving his/her new orders. If the member moves after the issue date of orders, regardless of whether or not the member moved at personal expense, there is no authorization for BAH based on the previous PDS.
 - C. The member must commute daily to the new PDS from the same residence. There is no distance established that constitutes a "reasonable commuting distance." The member must simply commute from and to the previously established residence each day to qualify for this PDS-based allowance. However, in the request for this PDS-based allowance, the Commanding Officer of the member's gaining command must verify that the commuting distance is "reasonable" or normal for the geographic location of the command. For example, commuting from Washington DC to Norfolk, VA would not be considered "reasonable" because it is not a normal commute. A note on the request must say, "it is (reasonable/ unreasonable) to say that the member could commute to and from his residence each day."



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
3000 NAVY PENTAGON
WASHINGTON, D.C. 20330-2000

7220
Ser N130C/09U0467

JUN - 8

From: Head, Military Pay and Allowances (N130C)

Subj: BASIC ALLOWANCE FOR HOUSING (BAH) ENTITLEMENT WHILE
CONDUCTING A CLOSE PROXIMITY MOVE

Ref: (a) Title 37 U.S.C. Ch. 7 SEC 403
(b) JFTR Ch. 10
(c) NAVADMIN 026/09
(d) OPNAVINST 7220.12

Encl: (1) Request Template
(2) Approval Template

1. Purpose. To establish further guidelines for BAH entitlement when a member conducts a close proximity move in accordance with references (a) through (c). This interim guidance modifies and replaces the process identified in reference (c). Formal guidance will be incorporated into the next update of reference (d).
2. Policy. When a member receives orders to a duty station that is in proximity of his/her current duty station, the member may be eligible to continue to receive BAH based on that duty station, after transferring. In order to receive this entitlement, members must follow the below guidelines.
 - a. Request authorization from the gaining Commanding Officer to receive BAH based on his/her previous duty station (Enclosure (2)). Gaining Commanding Officers should ensure that member is maintaining a continuous residence and that the commuting distance from that continuous residence is reasonable for the geographic location of the assignment.
 - b. If approved by the gaining Commanding Officer, the member must send the approval letter (Enclosure (1)) to his/her Detailer in order to get the household goods (HHG) funding removed from his/her orders. If funding must remain in support of interim TDY stops, detailer must include a specific note in the order mod that indicates funding remains only for TDY travel, and that HHG funding has been removed. Note: To streamline the process, CO approval letters should be sent directly to

- c. the member's detailer; requests should not be forwarded to PERS-451H as previously indicated in reference (c).
- c. Once HHG funding is removed from the orders and the orders are re-issued, the member must take the approval letter and the orders to PSD upon check in to the gaining command to have BAH based on the previous duty station continued.

3. For additional questions or guidance, please contact OPNAV N130C at 703-695-3304 or 703-614-5565.


J. P. RAFFIER

Sailors' Request Letter to Prospective Commanding Officer

7220
Ser XXX/XXXXXXXX

From: Requesting Service Member
To: Gaining Commanding Officer

Subj: REQUEST FOR BASIC ALLOWANCE FOR HOUSING (BAH) FOR HOUSING
BASED ON PREVIOUS PERMANENT DUTY STATION UNDER THE
PROVISIONS OF A CLOSE PROXIMITY MOVE

Ref: (a) Title 37 U.S.C. Ch. 7 SEC 403
(b) JFTR Ch. 10
(c) NAVADMIN 026/09
(d) Ser N130C/09U0467 dated 8 Jun 09

1. In accordance with references (a) through (d), I am requesting to maintain BAH at my previous Permanent Duty Station (PDS). Upon reporting to your command, I will have maintained a continuous residence in XXXXXXXX, XX and intend to continue residing there for the duration of my tour. The commuting distance from my residence to your command is XXX miles and takes approximately XX Hours one way.

2. I fully understand that with your approval of my request, I will have the funding for a household goods (HHG) move removed from my orders and the authorization to move my family at government expense revoked. Additionally, I realize that if I move my residence at my own expense, I will forfeit the right to receive BAH based on my previous PDS and my BAH rate will be reverted to my current duty location.

3. I understand that any obligated service that would have been associated with a funded move still applies, and that I am expected to complete that obligated service.

4. My detailer is XXXXXXXX, XXXXXXXX and can be reached via email at XXXXXXXXXXXXXXXX@navy.mil or by phone at XXX-XXX-XXXX.

X.X. XXXXXX

▪ **Prospective Commanding Officer's Approval/Disapproval Letter**

7220
Ser XXX/XXXXXXX

From: Gaining Commanding Officer
To: Detailed
Via: Requesting Service Member

Subj: REQUEST FOR BASIC ALLOWANCE FOR HOUSING (BAH) BASED ON
PREVIOUS PERMANENT DUTY STATION UNDER THE PROVISIONS OF A
CLOSE PROXIMITY MOVE

Ref: (a) ltr of XX XXX XX
(b) Title 37 U.S.C. Ch. 7 SEC 403
(c) JFTR Ch. 10
(d) NAVADMIN 026/09
(e) Ser N130C/09U0467 ltr dated 8 Jun 09

1. In response to reference (a) and in accordance with references (b) through (e), the requesting service member is authorized to receive BAH based on his/her previous Permanent Duty Station (PDS). Please remove the funding for a household goods (HHG) move from the members orders and re-issue those orders.
2. The member established a residence prior to the date the member's orders were issued, the member will be commuting daily to his/her new PDS, and the commuting distance is reasonable for this geographic location.
3. With the removal of the funding for an HHG move, the member realizes he/she has forfeited the authorization for the government to fund a move. Additionally, the member will forfeit the right to receive BAH based on his/her previous PDS if the member moves his residence at his/her own expense. As indicated in the request, the member acknowledges that any obligated service associated with these orders must still be completed.

1. The sailor whose Last Permanent Duty Station (LPDS) and New Permanent Duty Station (NPDS) **ARE NOT** in the same Geographical Area.

Reference: JFTR Chapter 10, para. U10416

JFTR Chapter 10, Table U10E-12

- Sailors' who report TDY en route in the vicinity of their New Permanent Duty Station (NPDS) have 1 of 2 options provided they meet all other criteria for sailors being assigned to Sea Duty:
 - a. They may elect BAH Without Dependents and forfeit their entitlement to per diem OR
 - b. Receive per diem and BAH – Transit in accordance with JFTR U10416.
- Sailors' who elect Option B, will not be entitled to BAH Without Dependents for the ships' homeport until Ships' Custody Transfer (SCT)/Delivery at the earliest and **MUST PROVIDE A COPY OF THEIR LEASE/RENTAL AGREEMENT/MORTGAGE.**
- Table U10E-12 will determine the BAH rate paid.

2. **The sailor whose Last Permanent Duty Station (LPDS) and New Permanent Duty Station (NPDS) ARE NOT in the same Geographical Area.**

- ❖ If a sailor's Last Permanent Duty Station (LPDS) is OUTCONUS, their entitlement is BAH - Transit for the periods listed above. The rate of BAH - Transit paid is determined by pay grade.
- ❖ "New Accessions" are entitled to BAH - Transit for periods of travel time, proceed time and leave between duty stations. The rate of BAH - Transit paid is determined by pay grade. "New Accessions" are entitled to BAH - Transit at TDY points ONLY when issued a Certificate of Non-Availability (CNA).

NOTE : "New Accessions" are defined as a Sailor who is completing initial or advanced training prior to reporting to their first/initial permanent duty station.

3. BAH Entitlement for Military Married to Military (MIL TO MIL) With NO Dependents

Reference: OPNAVINST 7220.12, Enclosure (3)

Sailors' married to another military member (Mil to Mil) and have no other dependents are considered single for pay entitlement purposes.

- ❖ **MIL to MIL couples assigned to sea duty are entitled to BAH (Without Dependents) provided they meet all the following conditions:**
 - ✓ **Have no other dependents (this includes members who claim dependents solely for the purpose of child support payments);**
 - ✓ **Share the same household;**
 - ✓ **Do not live in government quarters; and**
 - ✓ **Are permanently assigned to a ship or afloat squadron.**

NOTE: Members assigned to a ship for deployment rotational purposes only (e.g. shore-based aviation squadrons, LCAC, ACU units, and embarked Marine detachments) do not qualify for the purposes of this entitlement.

Single Sailors who claim dependents solely for the purposes of child support payments are classified as BAH – Differential (BAH – DIFF) personnel.

Reference: **OPNAVINST 7220.12, Enclosure (1)**

- ❖ In order to qualify for BAH – DIFF, the amount of child support a sailor pays must be greater than the difference between the BAH – II (With Dependents) rate and the BAH – II (Without Dependents) for their pay grade.
- ❖ Effective 1 January 2006, single Sailors paying child support and residing in government quarters (permanent or transient) are entitled to BAH – DIFF only.
- ❖ Effective 1 January 2006, single Sailors paying child support and **NOT** residing in government quarters (permanent or transient) are entitled to BAH (With Dependents). E-5 and below personnel require commanding officer's approval.

Reference: **DODFMR Volume 7A, Chapter 27**

- Rate Payable: **\$250/month**
- Most Sailors with dependents who are TDY for 31 days or more will be entitled to Family Separation Allowance – Temporary (FSA-T).
- A Sailor is **NOT** entitled to FSA-S under the following conditions:
 - Legally separated from spouse.
 - Dependent's reside at or near the construction site for more than 30 days.
 - If Sailor is divorced or paying child support, dependent's must be in the sailor's physical custody/control.

Reference: **DODFMR Volume 7A, Chapter 27**

- Rate Payable: **\$250/month**
- Effective on Ships' Custody Transfer(SCT)/Delivery, most sailors with dependents will be entitled to Family Separation Allowance – Ship(FSA-S).
- A Sailor is **NOT** entitled to FSA-T under the following conditions:
 - Legally separated from spouse.
 - Dependent's reside at or near the TDY site for more than 30 days.
 - If Sailor is divorced or paying child support, dependent's must be in the sailor's physical custody/control.

- **Military Married to Military (MIL to MIL)**
 1. Mil – Mil couples are also entitled to FSA when separated by military orders.
 2. The following conditions apply:
 - a. Sailors must have resided in the same residence prior to being separated by orders.
 - b. Both members can not simultaneously be entitled to FSA for the same period. Payment will go the Sailor whose orders resulted in the separation.

BASIC ALLOWANCE FOR SUBSISTENCE (BAS)

Reference: **DODFMR Volume 7A, Chapter 25**
MILPERSMAN 7220-140
MILPERSMAN 7220-160
MILPERSMAN 7220-182

Rates:

Effective 01 January 2015 (BAS rates increase annually concurrent with Basic Pay)

Officers	\$253.38
Enlisted	\$367.92 (RATS SEP/COMRATS)

- \$ All Sailors are entitled to Basic Allowance For Subsistence (BAS).
- \$ Officers are entitled to Basic Allowance For Subsistence (BAS) at all times.

*BASIC ALLOWANCE FOR SUBSISTENCE
(BAS) (continued)*

- ❑ All enlisted crew members will continue to receive their BAS until crew move aboard.
- ❑ At crew move aboard when the ship's galley is operational, all enlisted personnel will be subject to a discounted meal deduction of their Basic Allowance For Subsistence (BAS). This deduction will be reflected on your Leave & Earning Statement (LES).
- ❑ The current amount effective 1 January 2015 is **\$10.45/day**.

Reference: **OPNAVINST 4700.8H**

What is Ship's Custody Transfer (SCT)?

This is the date, the U.S. Navy accepts custody of the ship from the shipbuilder for contractual purposes.

What happens to pay entitlements on this date?

- All crewmembers' who are ACC 106 at the PCU are reported onboard USS _____ ACC 100 – For Duty.
- Career Sea Pay is started for all crewmembers reported to the ship.
- For crewmembers' with dependents, Family Separation Allowance – Ship (FSA-S) is started. For crewmembers' whose dependents remain at the construction site (Bath, ME), FSA-S will not start until either the dependents depart the area OR the ship departs Bath, ME, whichever occurs first.
- All BAH entitlements are changed to the rate applicable to the geographic location of the ships' homeport.

Reference: **JTR Chapter 7 Part X**

1. **What is RTH/GOB travel?**

- Personnel with dependents and military married to military (MIL to MIL) are authorized travel/ transportation from the construction site to either dependents location (as designated on their Record of Emergency Data – Page 2), OR the ship's homeport.
- If Sailor is divorced or paying child support, dependent's must be in the sailor's physical custody/control.

2. When does this entitlement start?

- **ACC 106 – GOB's are entitled to their 1st trip 31 days after reporting to the PCU and subsequent trips every 60 days thereafter. Trips may be "banked" and don't have to be taken on the date earned.**
- **If you have moved your family from the construction site, your eligibility starts 31 days after your dependents' have departed from the area.**
- **ACC 352 – Personnel are entitled to their first (1st) trip 31 days after Ships' Custody Transfer (SCT)/Delivery.**

3. When does GOB entitlement stop?

- **All GOB travel must be completed and entitlement ends on the day the ship sails from the construction site enroute to the commissioning site/homeport.**

4. **“What is the process to request GOB/Return to Homeport Travel?”**
- Submit an ordinary leave chit or special request chit via the chain of command requesting time off for GOB/Return to Homeport Travel. **You'll also need to submit a RTH/GOB Request via the PCU Personnel Office at least 14 days prior to the requested travel date!**
 - Once the request has been approved:
 - ✓ Complete and Turn in the GOB/Return to Homeport Travel form **with** the approved request to the PCU Personnel Office. They will make the flight reservations with SATO.
 - ✓ Once SATO has made the flight reservations, the itinerary will be emailed to the PCU Personnel Office.
 - ✓ Enjoy the trip!

Note: GOB/Return to Homeport Travel Request Forms are located in the bins outside your Admin Office.

5. **“What if I want to drive to my dependents location or to the ship’s homeport?”**

\$ Your reimbursement is limited to either the cost of the round trip ticket or mileage at \$.575/mile, whichever cost is less.

6. **“What if I want to fly my spouse/dependents to the construction site?”**

\$ You are authorized to fly your dependents to the construction site provided you have earned the necessary number of trips to cover the number of dependents concerned.

7. **Am I entitled to Per Diem while on GOB/Return to Homeport Travel?**

\$ No, the only entitlement while on GOB/Return to Homeport Travel is transportation cost only.

8. “Do I have to file a travel claim after returning from GOB/RTH travel?”

\$ Yes, you will file a travel claim with the PCU Personnel Office.



McKean Defense Group under contract by PEO-Ships (NAVSEA), provides comprehensive services and support to the Fleet Introduction Directorate. Programs include DDG 51, DDG 1000, LPD-17, LHA-8, LHD, LCS, and CG-Mod

Glenn Green served over 21 years on active duty serving on several ships and PSD's and retired as a DKCS(SW) in 1996. He is currently the Personnel Manager/TEMADD Coordinator at the Pre-Commissioning Unit in Bath, Maine. In this capacity he has assisted in bringing to the fleet over 23 DDG's built at Bath Iron Works since 1997.



This presentation is a summary of the most common travel & pay entitlements you will encounter when assigned to “New Construction.” It isn’t meant to be all-encompassing and there are various situations that may not be covered. If you have questions that aren’t covered in this presentation, contact one of the individuals listed below:



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