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U. S. ARMY CORPS OF ENGINEERS
CIVILIAN TRAVEL AND TRANSPORTATION
DEPLOYMENT GUIDANCE

ONE CORPS SERVING THE ARMY AND THE NATION

1. PURPOSE:

a. This guidance has been prepared to inform U. S. Army Corps of Engineers (USACE) civilian employees, management officials, and Commanders of travel and transportation policies and procedures that affect civilian deployments in support of military operations.

b. This information is accurate as of the current date, but is subject to change based on evolving Department of Defense Directives, Army Regulations, and USACE policies and procedures. This information will be updated periodically, as required.

2. REFERENCES:

- a. Title 5, United States Code (USC), Chapter 57 - Travel, Transportation, and Subsistence <http://www4.law.cornell.edu/uscode/5/>
- b. Joint Travel Regulations (JTR), Volume II, Joint Travel Regulations, Volume 2, Department of Defense Civilian Personnel <http://www.dtic.mil/perdiem/trvlregs.html>
- c. Department of State Standardized Regulations (DSSR), <http://www.state.gov/www/perdiems/dssr/regs000.html>
- d. DoD 7000.14-R, Department of Defense Financial Management Regulations (DODFMR) <http://www.dtic.mil/comptroller/fmr/>
- e. DoD 1400.25-M, Department of Defense Civilian Personnel Manual <http://www.cpm.osd.mil/cpm/cpm.html>
- f. Department of the Army Pamphlet 690-47, Civilian Personnel DA CIVILIAN EMPLOYEE DEPLOYMENT GUIDE <http://www.usapa.army.mil/cpol/dapam690-47/dapam690-47.html>
- g. ER 55-1-2, Travel and Transportation Management (1 Oct 02), <http://www.usace.army.mil/inet/usace-docs/eng-regs/er55-1-2/toc.htm>

3. TEMPORARY DUTY (TDY).

a. TDY is defined as travel to one or more places away from a Permanent Duty Station (PDS) to perform duties for a period of time and, upon completion of assignment, return or proceed to a PDS. TDY assignments at one location may not exceed 180 consecutive days, except when authorized under JTR, par. C4430-C. TDY assignments that exceed 180 days may be subject to reduction of per diem as in JTR, par. C4561. Per diem is authorized while en route to and from the TDY site.

b. If the Government provides both lodging and meals without fee at the TDY location, the per diem is limited to \$2.00 per day in the Continental United States (CONUS) and \$3.50 per day in OCONUS. If there is a charge for the use of Government quarters or Government provided meals, the limited per diem rates will be increased by the actual fees incurred.

4. TEMPORARY DUTY ORDERS

a. Civilian employees deploying to support military operations will need travel orders prepared in accordance with Chapter 3, Part D, of the Joint Travel Regulations (JTR), Volume II. Travel orders must establish the conditions under which official travel and transportation is authorized at Government expense.

b. The itinerary section, Item 11, must show all authorized layovers en route to and from the Temporary Duty (TDY) location whenever possible. Mark an "X" in the block labeled "Variation Authorized" in case conditions warrant deviation en route to and from the TDY location.

c. The remarks section should be used for special authorizations (such as excess baggage transportation costs) or any other pertinent information. Statements must be included to clarify any special authorizations or special instructions whenever possible.

d. In the remarks section, Item 16, the following statements must be included, whenever applicable:

1) For all employees: "Actual expense allowance authorized while at TDY site." (No per diem is authorized for civilians when living under field conditions while in support of military operations; however, they will be reimbursed for actual subsistence, if any, while under field conditions.)

2) "Rental car authorized at authorized layover locations" (with exception of CRC location).

3) "Authorized to carry Government-issued weapon and ammunition when permitted by the Field Commander and when properly trained in weapons familiarization."

4) "Medical care is authorized per AR 40-3, (Medical, Dental & Veterinary Care), paragraph 4-29a(8), for civilians in a TDY status."

5) "Overtime (or compensatory time) authorized at TDY site, as required by the Theater Commander."

6) "PX privileges are authorized."

7) "Commissary and Military Banking Facilities authorized."

e. Army policy authorizes advances for TDY expenses provided the estimated reimbursable "cash" expenses exceed \$50.00. Advances are limited to a 45-day period and are limited to the meals and incidental expenses covered by the per diem rate or actual subsistence expense allowance and other authorized expenses that cannot be paid by charge card.

f. Travelers should file their initial travel vouchers within 14 days of deployment to ensure timely processing and reimbursement of funds. Subsequent travel vouchers should be filed every 30 days during long-term TDY. All travel claims and vouchers should be filed within 5 days of completion of travel. A receipt must support all individual expenses of \$75.00 or more. All claims for lodging expenses require a receipt regardless of the amount.

g. Civilian employees are expected to use the Government contractor-issued travel charge card to cover official travel expenses. If conditions preclude the use of the Government charge card, an advance not to exceed 80 percent of the estimated expenses is authorized.

h. Electronic Funds Transfer (EFT) is the preferred method of reimbursement of travel expenses. All employees are encouraged to submit a Direct Deposit Authorization Form to the USACE Finance Center (UFC) Disbursing Division, Check Issuance Branch, if EFT account information has not been previously established. The Direct Deposit Authorization Form is available from the UFC web site at <http://www.fc.usace.army.mil/>.

5. TEMPORARY CHANGE OF STATION (TCS).

a. TCS is the relocation of an employee to a new PDS for a temporary period to perform a long-term temporary assignment, and subsequent return of the employee to the previous PDS after assignment completion. TCS may be authorized with limited relocation allowances, instead of TDY allowances, for an employee scheduled for extended TDY (between 6 and 30 months). The long-term temporary assignment location becomes the employee's temporary official station. When a TCS is authorized, the employee is entitled to:

- 1) Per diem, travel, and transportation for the day of arrival at and the day of departure from the TCS location as in JTR, par C4553-B3.
- 2) Shipment of HHG up to 18,000 pounds as in JTR Chapter 8.
- 3) Temporary storage (SIT), not to exceed 90 days as in JTR Chapter 8.
- 4) Non-temporary storage (NTS) (if needed) of HHG not shipped for the duration of the assignment as in JTR Chapter 8. The total amount of HHG shipped and stored cannot exceed 18,000 pounds.
- 5) Property Management Services as in JTR Chapter 15.
- 6) Relocation Income Tax Allowance as in JTR, Chapter 16.
- 7) Miscellaneous Expense Allowance as is JTR Chapter 9

b. After consideration of the criteria in JTR, paragraphs C4111 and C4430 an order-issuing official may authorize TCS when the cost is outweighed by the benefits of TDY cost savings and increased employee morale and job performance.

6. DEPARTMENT OF STATE STANDARDIZED REGULATIONS (DSSR) ALLOWANCES AND BENEFITS.

The Department of State (DoS) determines the rate and effective dates for the following foreign allowances and benefits. They are constantly monitored to ensure that rates payable fit the circumstances in each country:

a. Foreign Travel Per Diem Allowances – Foreign per diem rates are updated monthly, effective from the first of each month and are published in DSSR Section 925. They consist of a lodging portion and a meals and incidental expense (M&IE) portion. Because taxes are included in the foreign lodging portion and laundry and dry cleaning expenses are accounted for in the foreign incidental expense portion, separate claim for reimbursement of these amounts is not allowed for foreign travel.

b. Foreign Post Differential (FPD). The Department of State determines the entitlement and the rate of FPD for each geographic location. Foreign Post Differential is paid up to 25% of Basic Pay. FPD begins on the 43rd day of duty for employees on detail and Temporary Duty Assignment (TDY). FPD for employees on TCS (Temporary Change of Station) begins on the date of arrival at post. These allowances are subject to federal and state income tax deductions.

c. Danger Pay Allowance (DPA). This entitlement is administered by the Department of State. The allowance is paid to civilian employees serving in designated foreign areas. Danger Pay is paid up to 25% of the basic pay. Danger Pay begins on the day of arrival and continues after FPD begins on Day 43. Danger pay is subject to federal and state income tax laws. It is possible for the combination of FPD and Danger Pay to exceed 25% collectively depending upon the deployed location. **NOTE: The DPA paid to Federal civilian employees should not be confused with the Imminent Danger Pay (IDP) paid to the military. The IDP is triggered by different circumstances and is not controlled by the Secretary of State**

d. Separate Maintenance Allowance (SMA). Paid when conditions at a foreign post do not permit the employee to bring family members to the post, or when, because of special needs (spouse career, etc.) or hardship, the employee decides to leave the spouse in the U.S. and requests the SMA. This allowance does not apply when one is deployed in a temporary duty (TDY) status.

e. Temporary quarters subsistence allowance (TQSA). Paid to assist the employee in offsetting the initial temporary living expenses encountered when first arriving in the foreign area.

f. Living quarters allowance (LQA). Whenever Government housing is not provided in foreign areas, living quarters allowance is paid to offset all or most of the expenses associated with renting or leasing residence.

g. Post (“Cost of Living”) Allowance. An allowance to offset the difference of cost of living based on a percentage of “spendable income” which varies depending on your salary and family size. The post allowance is paid once the overall cost of goods and services for the foreign post are at least 3% above the same goods and services in the Washington, D.C.

7. COMPARISON OF DEPLOYED CIVILIANS TDY AND TCS ALLOWANCES.

APPOINTMENT STATUS	LOCALITY PER DIEM PAY	FOREIGN POST DIFFENTIAL (if authorized)	DANGER PAY (if designated by DoS; if authorized)	SEPARATE MAINTENANCE ALLOWANCE (if authorized and approved)	POST ALLOWANCE (as designated by DoS)	LQA (if authorized)
TDY	Yes (Subject to limitations)	Yes, (Begins on day 43)	Yes	No	No	No
TCS	No (Only while in travel status to/from TCS site)	Yes (Begins on day 1)	Yes	Yes	Yes	Yes

8. LODGING, MEALS AND INCIDENTALS (M&IE) REIMBURSEMENT.

Lodging/M meal Authorization <i>(Must be specified in the "Remarks" of Travel Order)</i>	Lodgings Rate	Meals Rate	Incidental Rate
Field Duty (JTR, App. A; C4554-D)	None (JTR, C4555-D)	None (JTR, C4555-D)	CONUS: \$2 per day OCONUS: \$3.50 per day (JTR, C4556)
Lodging/Meals Provided without Cost (other than Field Duty) (JTR, C4556)	None (JTR, C4556)	None (JTR, C4556)	CONUS: \$2 per day OCONUS: \$3.50 per day
Commercial Lodging/Commercial Meals	Actual lodging costs NTE maximum prescribed (JTR, C4555-B)	Applicable locality rate (JTR, C4554-A)	Applicable locality rate (JTR, C4554-A)
Commercial Lodging/Government Meals	Actual lodging costs NTE maximum prescribed (JTR, C4555-B)	Government Meal Rate (JTR, C4554-A)	CONUS: \$2 per day OCONUS: As authorized in the Order
Commercial Lodging/Deductible Meals (JTR, C4554-B)	Actual lodging costs NTE maximum prescribed (JTR, C4555-B)	Proportional Meal Rate (JTR, C4554-B)	CONUS: \$2 per day OCONUS: As authorized in the Order
Government Lodging/Commercial Meals	Amount equivalent to charge for quarters (JTR, C4557)	Applicable locality rate (JTR, C4554-A)	CONUS: \$2 per day OCONUS: As authorized in the Order
Government Lodging/Deductible Meals	Amount equivalent to charge for quarters (JTR, C4557)	Proportional Meal Rate (JTR, C4554-B)	CONUS: \$2 per day OCONUS: As authorized in the Order
Government Lodging/Government Meals	Amount equivalent to charge for quarters (JTR, C4557)	Government Meal Rate (JTR, C4554-A)	CONUS: \$2 per day OCONUS: As authorized in the Order
TCS (JTR, C4111)	None	None	None

9. PASSPORTS AND VISAS.

a. Employees deployed overseas in support of military operations will be required to carry a passport at all times when traveling. In addition to the "Official" (Red) passport received by filing DD Form 1056, Authorization to Apply for an "Official" Passport and/or Request for Visa, civilians may be authorized reimbursement for the "Tourist" (Blue) passport when traveling to or through countries designated by the Department of State as a high-risk area, and in accordance with the provisions of JTR, paragraph C4709. This determination will be made on a case-by-case basis and is contingent on the area and circumstances of deployment.

b. Normally, charges for passports/visas are reimbursed; however, reimbursement of fees or charges for legal services required by local laws are not reimbursable. Reimbursement of authorized costs in obtaining the "Official" passport are made by filing this expense on the travel settlement voucher or SF 1034, Public Voucher for Purchases and Services Other than Personal or. Emergency Essential employees will maintain current "Official" (Red) and "Tourist" (Blue) passports at all times.

c. Requirements for visas will be determined by the country of deployment/travel and obtained from their embassies prior to deployment. Application for passports/ visas will be submitted at the employee's home station.