

MILPERSMAN 1320-100

TRAVEL TIME IN EXECUTION OF PERMANENT CHANGE OF STATION (PCS) ORDERS AND TEMPORARY ADDITIONAL DUTY (TAD) ORDERS

Responsible Office	NAVPERSCOM (PERS-451)	Phone:	DSN COM	882-4518 (901) 874-4518
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Reference	(a) NAVSO P-6034, Joint Federal Travel Regulations (JFTR), Volume I, Uniformed Service Members
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1. Calculating Travel Time for Permanent Change of Station (PCS)

a. Authorized travel time incident to a PCS will be calculated under procedures set forth in reference (a), chapter 5, part B, for the mode or modes of transportation actually used and authorized in the PCS orders.

b. In no case will the authorized travel time exceed that required to perform travel by the mode of transportation directed in the PCS orders. The travel time authorized here is in addition to proceed time, which is otherwise authorized. No travel time will accrue on PCS orders that are permissive in nature and include a no-cost to the government provision.

2. Calculating Travel Time for Members Performing Funded Leave Travel

a. Calculation of travel time for members who are authorized to perform funded leave travel in connection with consecutive overseas assignments as prescribed in reference (a), para. U7200, will be the time required for direct travel between the authorized points.

b. In calculating travel time, the member's home or other authorized destination will be treated as if it were a temporary duty (TDY) station en route on a PCS. The day of arrival at, and the day of departure from, the authorized leave travel destination are both considered a day of travel. All additional

time at the leave travel destination is charged as leave. Travel time in excess of that required for travel via the direct route is charged as leave.

c. Leave travel under this part is to be performed by common carrier to the maximum extent possible or as authorized by Chief of Naval Personnel (CHNAVPERS).

3. Travel Time for Temporary Additional Duty (TAD) Orders

a. Travel time incident to TAD orders will be the time required to perform travel by the mode of transportation authorized in the member's travel orders. Travel status commences and terminates as set forth in reference (a), chapter 4, part D. Except as otherwise indicated, a member is considered to be in a travel status for the entire period necessary to complete the official business directed in the TAD orders.

(1) Members directed to perform TAD away from their permanent duty station (PDS) are expected to return to their PDS immediately upon completion of the necessary official business or to their local place of residence if the return time is after the close of normal working hours.

(2) Members who would ordinarily be in a liberty status may, however, elect to remain at the TAD site in a liberty status upon completion of TDY.

(3) Similarly, members may elect to travel to the TAD site prior to commencement of the period of TDY in order to be in a liberty status at the TDY site before commencing the TAD.

b. No additional cost to the government can be incurred while in a liberty status either before or after a period of TDY. Commands preparing TAD orders should include appropriate language to permit liberty or leave prior to the commencement or upon the completion of assigned TDYs. Travel entitlements other than transportation should terminate at the start of authorized liberty. Members who are serving in an unaccompanied-by-family-member status at their PDS and who are authorized to spend normal liberty periods at their primary residence with family members, or other authorized points, may start or stop TAD from those points provided no additional cost to the government is involved and the member would ordinarily be in a liberty status upon completion of the TAD.

c. Any other delay in returning to the PDS for personal convenience is chargeable as leave. Members, who complete official business at a TAD station after 1600 hours, may delay detachment until the following day, if return travel member's PDS will exceed 2 hours by the mode of travel authorized.

(1) Normally, no more than 1 day travel time will be allowed for each leg of travel to, from, or between TAD stations. If the time required to perform travel to, from, or between TAD stations by privately owned conveyance (POC) will exceed 1 day, and travel by POC is considered more advantageous to the government, authorization or approval must be granted by commands authorized to issue TAD orders.

(2) This determination should be made on a case-by-case basis and authorization should not be granted unless the order-issuing authority is convinced such mode of travel is clearly more cost effective to the government than travel by government conveyance or public carrier.

(3) When authorization is granted for travel by POC, travel time will be calculated under procedures set forth in reference (a), chapters 4 and 5. In the absence of such authorization or approval, no more than 1 day travel time will be allowed for each leg of travel to, from, or between TAD stations.

(4) Except as provided for in MILPERSMAN 1320-080, permissive TAD authorizations involving official government business are improper. If official government business is involved, the travel must be funded and travel time is authorized.