

ALARACT 053/2008 AUTHORITY FOR ISSUING TEMPORARY CHANGE OF STATION (TCS)/TEMPORARY DUTY (TDY) ORDERS BEYOND 180 DAYS IN SUPPORT OF CONTINGENCY OPERATIONS, DTG 041902Z MAR 08. This ALARACT cancels and replaces ALARACT message 30-2008, and provides updated implementing guidance for all references noted in this message for Soldiers performing active duty in support of the GWOT. The policies in this message apply to all Soldiers (including retiree recalls called to duty under 10 USC Section 688 or 12301d) regardless of component, performing active duty outside of a combat zone or designated hazardous duty area, except as noted in the message. The policies in this message do not apply to Soldiers in a TCS/TDY status in combat zones or qualified hazardous duty areas. On 15 Aug 07, the per diem policy was adjusted for the long conflict in which we are now engaged. The Army will PCS Soldiers to enduring positions or assign them to these positions in a TCS/TDY status at a reduced per diem rate as opposed to continuing them in an extended TCS/TDY status in a full per diem status. For any TCS/TDY assignment lasting longer than 180 days, a waiver from the ASA (M&RA) is required to draw full per diem. See the message for specific guidance.

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THIS MESSAGE HAS BEEN SENT BY THE PENTAGON TELECOMMUNICATIONS CENTER ON BEHALF OF DA WASHINGTON DC//DAPE-MSO//

SUBJECT: AUTHORITY FOR ISSUING TEMPORARY CHANGE OF STATION (TCS)/TEMPORARY DUTY (TDY) ORDERS BEYOND 180 DAYS IN SUPPORT OF CONTINGENCY OPERATIONS

1. REFERENCES:
  - A. TITLE 10 U.S. CODE SECTION 12301(D).
  - B. TITLE 10 U.S. CODE SECTION 12302.
  - C. TITLE 10 U.S. CODE SECTION 12304.
  - D. TITLE 10 U.S. CODE SECTION 688.
  - E. TITLE 10 U.S. CODE SECTION 672.
  - F. JOINT FEDERAL TRAVEL REGULATIONS (JFTR).

G. MEMORANDUM, UNDER SECRETARY OF DEFENSE (PERSONNEL AND READINESS) (USD (P&R)), 15 MARCH 2007, SUBJECT: REVISED MOBILIZATION/DEMOBILIZATION PERSONNEL AND PAY POLICY FOR RESERVE COMPONENT MEMBERS ORDERED TO ACTIVE DUTY IN RESPONSE TO THE WORLD TRADE CENTER AND PENTAGON ATTACKS-SECTION 1.

H. MEMORANDUM, ACTING SECRETARY OF THE ARMY, 21 JUNE 2007, SUBJECT: DELEGATION AUTHORITY FOR RESERVE COMPONENT SOLDIERS TO EXCEED 180-DAYS TDY AND RECEIVE PER DIEM ALLOWANCES.

I. MEMORANDUM, ASSISTANT SECRETARY OF THE ARMY MANPOWER AND RESERVE AFFAIRS (ASA(M&RA)), 30 JULY 2007, SUBJECT: AUTHORITY TO AUTHORIZE TCS/TDY ASSIGNMENTS IN EXCESS OF 180 DAYS.

J. ALARACT 176-2007, 8 AUGUST 2007, AUTHORITY TO AUTHORIZE TCS/TDY ASSIGNMENTS IN EXCESS OF 180 DAYS.

K. MEMORANDUM, ASSISTANT SECRETARY OF THE ARMY MANPOWER AND RESERVE AFFAIRS (ASA(M&RA)), 25 JANUARY 2008, SUBJECT: POLICY UPDATE FOR RESERVE COMPONENT TCS/TDY ASSIGNMENTS IN EXCESS OF 180 DAYS.

L. ALARACT 021-2008, FEBRUARY 2008, EXCEPTION TO POLICY GUIDANCE FOR BASIC ALLOWANCE FOR HOUSING (BAH) WAIVERS.

2. PURPOSE. ALL ARMY ACTIVITIES (ALARACT) MESSAGE NUMBER IS 30-2008 IS CANCELLED AND THIS ALARACT REPLACES IT. TO PUBLISH IMPLEMENTING GUIDANCE FOR REFERENCES A THRU L FOR SOLDIERS PERFORMING ACTIVE DUTY IN SUPPORT OF THE GLOBAL WAR ON TERROR (GWOT). THE GUIDANCE FOUND IN THIS MESSAGE WILL ALSO BE POSTED TO CHAPTER 8 OF THE PERSONNEL POLICY GUIDANCE (PPG) AT THE FOLLOWING LINK:  
[HTTP://WWW.ARMYG1.ARMY.MIL/MILITARYPERSONNEL/PPG.ASP](http://www.armyg1.army.mil/militarypersonnel/ppg.asp).

3. APPLICABILITY. THE POLICIES IN THIS ALARACT APPLY TO ALL SOLDIERS (INCLUDING RETIREE RECALLS CALLED TO DUTY UNDER 10 USC SECTION 688 OR 12301D) REGARDLESS OF COMPONENT, PERFORMING ACTIVE DUTY OUTSIDE OF A COMBAT ZONE OR DESIGNATED HAZARDOUS DUTY AREA, EXCEPT AS NOTED BELOW. THE POLICIES IN THIS ALARACT DO NOT APPLY TO SOLDIERS IN A TCS/TDY STATUS IN COMBAT ZONES OR QUALIFIED HAZARDOUS DUTY AREAS. THE FOLLOWING COUNTRIES HAVE BEEN DECLARED COMBAT ZONES OR HAZARDOUS DUTY AREAS: IRAQ, AFGHANISTAN, KUWAIT, QATAR, AND GTMO CUBA. AS OF 1 NOVEMBER 2007, BOSNIA AND KOSOVO ARE NO LONGER IN THIS CATEGORY. HOWEVER, SOLDIERS ASSIGNED TO BOSNIA AND KOSOVO WILL NOT BE OFFERED PCS UNDER THE PROVISIONS OF THIS IMPLEMENTING GUIDANCE.

4. POLICY INTENT. ON 15 AUGUST 2007, THE PER DIEM POLICY WAS ADJUSTED FOR THE LONG CONFLICT IN WHICH WE ARE NOW ENGAGED. THE ARMY WILL PCS SOLDIERS TO ENDURING POSITIONS OR ASSIGN THEM TO THESE POSITIONS IN A TCS/TDY STATUS AT A REDUCED PER DIEM RATE AS OPPOSED TO CONTINUING THEM IN AN EXTENDED TCS/TDY STATUS IN A FULL PER DIEM STATUS. FOR ANY TCS/TDY ASSIGNMENT LASTING LONGER THAN 180 DAYS, A WAIVER FROM THE ASA(M&RA) IS REQUIRED TO DRAW FULL PER DIEM. THIS INCLUDES INITIAL ORDERS FOR LONGER THAN 180 DAYS; EXTENSION OF ORDERS THAT CAUSE AN ASSIGNMENT AT ONE DUTY LOCATION TO LAST LONGER THAN 180 DAYS; AND MULTIPLE ORDERS THAT RESULT IN MORE THAN 180 DAYS AT ONE DUTY LOCATION IN ANY 12 MONTH PERIOD. THESE POLICY CHANGES DO NOT AFFECT SOLDIERS ON TCS/TDY STATUS SERVING IN A COMBAT ZONE OR QUALIFIED HAZARDOUS DUTY AREA (WHICH INCLUDES SOLDIERS SERVING

ON INDETERMINATE TCS/TDY ORDERS TO THESE AREAS). SOLDIERS IN TCS/TDY STATUS ON 15 AUGUST 2007 WILL REMAIN IN A TCS/TDY STATUS AND CONTINUE TO DRAW PER DIEM AT THEIR CURRENT RATE UNTIL THEIR CURRENT ORDERS EXPIRE OR 31 MARCH 2008, WHICHEVER IS EARLIER. FOR TRAVEL ALLOWANCE PURPOSES, TCS EQUALS TDY. WAIVER PERIODS ARE CONSIDERED NEW PERIODS OF DUTY. SOLDIERS OR COMMANDS/ORGANIZATIONS ISSUED WAIVERS MUST INCLUDE A COPY OF THE WAIVER WHEN FILING THEIR CLAIMS. ADDITIONALLY, PROVISIONS CONTAINED IN WAIVERS GRANTED BY THE ASA(M&RA) TO COMMANDS AND ORGANIZATIONS REMAIN IN EFFECT AS STATED IN THOSE WAIVERS. IN ALL OTHER INSTANCES THE 25 JANUARY 2008 ASA(M&RA) MEMORANDUM TAKES PRECEDENCE AND REQUESTS FOR 100% PER DIEM ARE APPROVED ONLY ON A CASE-BY-CASE BASIS BY THE ASA(M&RA).

5. NEW POLICY IMPLEMENTATION AND TCS/TDY ORDERS.

A. IAW THIS MESSAGE, SOLDIERS FILLING ENDURING POSITIONS WILL BE OFFERED PCS OR TCS/TDY IN EXCESS OF 180 DAYS IN A REDUCED PER DIEM STATUS, OR AS A LAST RESORT, SHORT TERM TDY OF 180 DAYS OR LESS.

B. TCS/TDY ORDERS WILL NOT BE ISSUED FOR GREATER THAN 180 DAYS AT A FULL PER DIEM STATUS WITHOUT A WAIVER FROM THE ASA(M&RA).

C. SOLDIERS WHO ON 15 AUGUST 2007 WERE IN A TCS/TDY STATUS (INCLUDING SOLDIERS CALLED TO DUTY UNDER THE AUTHORITY OF TITLES 10 USC 12301 (D), 10 USC 12302, AND 10 USC 12304; AND RETIREES RECALLED UNDER THE AUTHORITY OF TITLE 10 USC 12301(D) AND TITLE 10 USC 688 WILL REMAIN IN A TCS/TDY STATUS AND CONTINUE TO DRAW PER DIEM AT THEIR CURRENT RATE UNTIL THEIR CURRENT ORDER ENDS, OR 31 MARCH 2008, WHICHEVER IS EARLIER.

D. RC SOLDIERS WHO WERE BROUGHT TO DUTY ON OR AFTER 15 AUGUST 2007 FOR MORE THAN 180 DAYS UNDER 10 USC 688, 12301(D), 12302, AND 12304 WHO ARE GRANTED A TCS/TDY WAIVER WILL FOLLOW THE GUIDANCE FOUND IN THEIR WAIVER FIRST, THE 25 JANUARY 2008 ASA(M&RA) SECOND, AND THIS MESSAGE THIRD. THEIR WAIVER TAKES PRECEDENCE.

6. NEW POLICY IMPLEMENTATION AND PCS ORDERS.

A. ORDERS WILL BE PUBLISHED IMMEDIATELY FOR ANY SOLDIER WHO AGREES TO PCS TO AN ENDURING POSITION. PCS ORDER START DATES WILL COINCIDE WITH THE DUTY PERIOD START DATE.

(1) PCS ORDERS MAY BE ISSUED INITIALLY FOR UP TO 730 DAYS (2 YEARS) WITH A POSSIBLE 365 DAY (1 YEAR) EXTENSION FOR A TOTAL OF 1095 DAYS (3 YEARS) IN ANY 1460 DAY (4 YEAR) PERIOD FOR: (A) RC SOLDIERS ORDERED TO DUTY UNDER 10 USC 12301(D); PROVIDED THEY HAVE SUFFICIENT TIME REMAINING IN THEIR SERVICE OBLIGATION PERIOD, AND (B) RETIREES RECALLED TO ACTIVE DUTY UNDER 10 USC 12301(D) AND 10 USC 688. SOLDIERS CALLED TO DUTY UNDER 10 USC 12302 AND 12304 WILL NOT BE PCS'D WHEN BEING CALLED TO ACTIVE DUTY FROM RESERVE STATUS. HOWEVER, THEY WILL BE PCS'D WHEN THE DUTY PERIOD IMMEDIATELY PRIOR TO THE 12302/12304 DUTY STATUS PERIOD WAS PCS, AND THE FOLLOW-ON 12302/12304 DUTY STATUS PERIOD WILL REMAIN AT THE SAME LOCATION. IN THIS INSTANCE, THERE WILL BE NO BREAK IN SERVICE, NO ENTITLEMENTS WILL CHANGE TO INCLUDE ENTITLEMENT TO ON-POST HOUSING IF APPLICABLE.

(2) PCS ORDERS WILL NOT BE ISSUED FOR LESS THAN 365 DAYS. COMMANDS SHOULD ENCOURAGE SOLDIERS TO EXTEND VOLUNTARILY TO ACCOMMODATE, AT A MINIMUM, A 365 DAY PCS. HOWEVER, PCS ORDERS WILL NOT BE ISSUED UNTIL A REQUEST HAS BEEN SUBMITTED OR APPROVED TO ACCOMMODATE THE MINIMUM 365 DAY PCS.

(3) BEFORE OFFERING A SOLDIER PCS TO AN OCONUS DUTY LOCATION, COMMANDS MUST ENSURE THE SOLDIER HAS SUFFICIENT TIME REMAINING ON THEIR SERVICE OBLIGATION TO COMPLETE THE PRESCRIBED TOUR LENGTHS FOUND IN JFTR APPENDIX Q AND DEPARTMENT OF DEFENSE INSTRUCTION 1315.18. DEPENDING ON THE SOLDIER'S INDIVIDUAL CIRCUMSTANCES, THE 1095 DAY RULE MAY MAKE PCS TO AN OCONUS DUTY LOCATION UNAVAILABLE. PCS ORDERS TO OCONUS DUTY LOCATIONS WILL NOT BE OFFERED TO SOLDIERS CALLED TO DUTY FROM RESERVE STATUS UNDER 10 USC 12302 AND 10 USC 12304. HOWEVER, SOLDIERS CALLED TO DUTY UNDER THESE STATUSES WILL BE PCS'D WHEN THE DUTY PERIOD IMMEDIATELY PRIOR TO THE 12302/12304 DUTY STATUS PERIOD WAS PCS AND THE FOLLOW-ON 12302/12304 DUTY STATUS PERIOD WILL REMAIN AT THE SAME LOCATION. ADDITIONALLY, PRIOR TO MOVING DEPENDENTS TO A FOREIGN OCONUS LOCATION AT GOVERNMENT EXPENSE, THE SOLDIER MUST OBTAIN COMMAND SPONSORSHIP FROM THE GAINING COMMAND. SOLDIERS MUST CONSULT ARMY REGULATION (AR) 600-8-11 SECTIONS IV-VII WHICH DETAILS THE PROCESS OF APPLYING FOR COMMAND SPONSORSHIP FOR AN OCONUS DUTY LOCATION.

B. SOLDIERS WHO ARE NOT OFFERED THE OPPORTUNITY TO PCS, OR WHO DECLINE TO PCS MAY REMAIN IN A TCS/TDY STATUS IN EXCESS OF 180 DAYS AND CONTINUE DRAWING PER DIEM AT THEIR CURRENT RATE UNTIL THEIR CURRENT ORDERS EXPIRE OR 31 MARCH 2008, WHICHEVER IS EARLIER. SOLDIERS COMING ON ACTIVE DUTY IN ANY OF THE VOLUNTARY STATUSES WHO DECLINE TO MAKE AN ELECTION WILL BE PUT ON TCS/TDY ORDERS AND DRAW UP TO 55% OF THE DUTY LOCATION PER DIEM RATE. SOLDIERS COMING ON ACTIVE DUTY IN AN INVOLUNTARY (12302/12304) STATUS MAKE NO ELECTION AND DRAW UP TO 55% OF THE DUTY LOCATION PER DIEM RATE.

C. SOLDIERS BROUGHT TO DUTY UNDER 10 USC 12301(D) WHOSE CURRENT ORDERS EXPIRE PRIOR TO 31 MARCH 2008 WHO ARE OFFERED PCS BUT DECLINE IT, MAY REQUEST RELEASE FROM ACTIVE DUTY (REFRAD) OR COMPLETE THE REMAINDER OF THEIR TOUR IN A TCS/TDY STATUS AT UP TO 55% OF THE LOCAL PER DIEM RATE FOR THEIR DUTY LOCATION. IF THE SOLDIER DECIDES TO SEPARATE IN THE TWO SITUATIONS PREVIOUSLY DESCRIBED AND THEIR POSITION IS A VALIDATED ENDURING REQUIREMENT PER PARAGRAPH 9.A. OR 9.B. OF THIS MESSAGE, THE COMMAND/ORGANIZATION CAN FILL THE POSITION WITH ANOTHER SOLDIER CALLED TO DUTY UNDER 12301(D), AND OFFER THE SOLDIER THE FOLLOWING: PCS OR TCS/TDY GREATER THAN 180 DAYS AT A REDUCED PER DIEM RATE, AND AS A LAST RESORT, SHORT TERM TCS/TDY OF 180 DAYS OR LESS. SOLDIERS BROUGHT TO DUTY UNDER 10 USC 12302 AND 12304 WHOSE CURRENT ORDERS EXPIRE PRIOR TO 31 MARCH 2008, WILL NOT REFRAD NOR WILL THEY PCS BUT WILL SERVE THE REMAINDER OF THEIR TOUR IN A TCS/TDY STATUS AND DRAW UP TO 55% PER CENT OF THE LOCAL PER DIEM RATE.

#### 7. HOUSING ALLOWANCE.

A. SOLDIERS CALLED OR ORDERED TO ACTIVE DUTY FOR OPERATIONS/GWOT IN A TCS/TDY STATUS RECEIVE A HOUSING ALLOWANCE BASED ON THEIR "PLACE ENTERED ACTIVE DUTY" OR "PLEAD". THIS LOCATION WILL NOT CHANGE DURING THEIR TOUR OF ACTIVE DUTY UNLESS THEY PCS.

B. SOLDIERS ISSUED PCS ORDERS ARE AUTHORIZED A HOUSING ALLOWANCE BASED ON THE PERMANENT DUTY STATION (PDS) TO WHICH THEY HAVE BEEN ORDERED. ONLY SOLDIERS WITH DEPENDENTS MAY REQUEST A SECRETARIAL BAH WAIVER FROM THE G1 TO RECEIVE BAH BASED ON THEIR PLEAD IN LIEU OF BAH BASED ON THEIR CURRENT PDS. UNDER THE CIRCUMSTANCES OF A SECRETARIAL BAH WAIVER, A SOLDIER WITH DEPENDENTS IS ONLY AUTHORIZED ONE HOUSING ALLOWANCE, EITHER AT THE PDS OR AT THE PLEAD, NOT BOTH. BAH WAIVER REQUESTS SHOULD BE SUBMITTED IN MEMORANDUM FORMAT TO THE FOLLOWING ADDRESS: DEPUTY CHIEF OF STAFF G1 ATTN: COMPENSATION & ENTITLEMENTS DIVISION, 300 ARMY PENTAGON, WASHINGTON DC 20310-0300. THE SOLDIER'S CURRENT DUTY ORDER MUST ACCOMPANY THE REQUEST. EMAIL REQUESTS TO THE FOLLOWING EMAIL ADDRESS: [HQDADCSG1DAPE-PRC@HQDA.ARMY.MIL](mailto:HQDADCSG1DAPE-PRC@HQDA.ARMY.MIL) OR FAX TO 703 692-5045.

8. PCS ALLOWANCES. SOLDIERS ISSUED PCS ORDERS ARE AUTHORIZED FULL PCS TRAVEL AND TRANSPORTATION ALLOWANCES IAW JFTR, CHAPTER 5. IN MANY CIRCUMSTANCES, THESE ALLOWANCES INCLUDE SHIPMENT OF HOUSEHOLD GOODS TO THE DUTY LOCATION, DISLOCATION ALLOWANCE, AND MOVEMENT OF FAMILY MEMBERS TO THE DUTY LOCATION AT GOVERNMENT EXPENSE. IAW AR 600-8-10, PARAGRAPH OF 5-32F, COMMANDERS HAVE THE AUTHORITY TO GRANT PERMISSIVE TEMPORARY DUTY (PTDY) TO SOLDIERS FOR HOUSE HUNTING ONCE THEY ARE BROUGHT ON ACTIVE DUTY.

9. VALIDATION OF TCS POSITIONS.

A. THE ARMY G3 WILL VALIDATE TCS/TDY POSITION REQUIREMENTS FOR POSITIONS UNDER DCS G-3 CONTROL. IN THE CURRENT OPERATING ENVIRONMENT, IT IS IMPERATIVE THAT DIRECTED MISSIONS BE EVALUATED TO EITHER ELIMINATE THEM OR INSTITUTIONALIZE THEM AS PART OF THE ARMY FORCE STRUCTURE. IN SEPTEMBER 2007, THE ARMY G3 ISSUED DETAILED GUIDANCE TO THE FIELD TO INITIATE TDA CHANGES TO SUPPORT DIRECTED MISSIONS AND AN IMPLEMENTATION TIMELINE. DIRECTED MISSIONS ARE MISSIONS APPROVED BY HEADQUARTERS DEPARTMENT OF THE ARMY (HQDA) THAT DO NOT HAVE AN APPROVED TDA/MOBTDA/MTOE.

B. THE ARMY NATIONAL GUARD (ARNG) AND THE UNITED STATES ARMY RESERVE COMMAND (USARC) WILL SIMILARLY VALIDATE TCS POSITIONS REQUIREMENTS FOR POSITIONS NOT UNDER DCS G3 CONTROL.

10. PROCEDURES FOR TCS/TDY STATUS BEYOND 180 DAYS..

A. FORMAL WAIVER REQUESTS TO THE ASA(M&RA) ARE NOT REQUIRED FOR THE FOLLOWING THREE CATEGORIES OF SOLDIERS.

(1) SOLDIERS BROUGHT TO DUTY IN A TCS/TDY STATUS FOR 180 DAYS OR LESS ARE ENTITLED TO PER DIEM IAW JFTR, CHAPTER FOUR AND THE RATES POSTED ON THE PER DIEM COMMITTEE WEB SITE FOR THEIR DUTY LOCATION.

(2) SOLDIERS WHOSE PLEAD IS WITHIN THE LOCAL COMMUTING AREA OF THEIR PRIMARY DUTY LOCATION ARE IN A NON PER DIEM STATUS AND THEIR BAH IS BASED ON THEIR PLEAD. THE POLICY CHANGES IN THIS MESSAGE DO NOT AFFECT THESE SOLDIERS AND THEIR ALLOWANCES WILL REMAIN THE SAME. FOR SOLDIERS IN THE NATIONAL CAPITAL REGION (NCR), THESE LIMITS CAN BE FOUND IN DOD DIRECTIVE 4515.14, DATED DECEMBER 29, 1998 (CERTIFIED CURRENT AS OF NOVEMBER 21, 2003). ORDER ISSUING AUTHORITIES MAY

NOT CONTRADICT THIS POLICY MEMORANDUM AND AUTHORIZE PER DIEM WITHOUT APPROVAL FROM THE DEPUTY CHIEF OF STAFF G-1 (COMPENSATION AND ENTITLEMENTS DIVISION).

(3) SOLDIERS WHO PCS OR ARE PLACED IN A TCS/TDY STATUS AND DRAW UP TO THE 55% OF THE MAXIMUM PER DIEM RATE.

B. THE ASA(M&RA) AUTHORIZES ORDER ISSUING AUTHORITIES TO CONTINUE TO ISSUE TCS/TDY ORDERS IN EXCESS OF 180 DAYS TO SOLDIERS SERVING IN A COMBAT ZONE OR QUALIFIED HAZARDOUS DUTY AREA. THE PER DIEM POLICY CHANGES IN THIS MESSAGE HAVE NO IMPACT ON THESE SOLDIERS. MOST OF THESE SOLDIERS DRAW THE INCIDENTAL PORTION OF PER DIEM ONLY. IN ACCORDANCE WITH JFTR PARAGRAPH U4800 AND SUPPORTING PARAGRAPHS, AUTHORITY FOR INCREASING PER DIEM WHILE IN THEATER REMAINS WITH THE COMBATANT COMMANDER.

C. WHEN A SOLDIER IS AUTHORIZED TO DRAW PER DIEM BEYOND 180 DAYS IN A TCS/TDY STATUS, THE ORDER ISSUING AUTHORITY WILL INCLUDE THE FOLLOWING STATEMENTS IN THE ADDITIONAL INSTRUCTIONS OF THE ORDER:

"NO LATER THAN 48 HOURS OF RECEIVING THESE ORDERS, THE SOLDIER MUST CHECK WITH THE SUPPORTING INSTALLATION HOUSING OFFICE BEFORE SECURING TEMPORARY LODGING AT THE DUTY LOCATION. IF LODGING IS NOT AVAILABLE OR THE SOLDIER IS NOT ASSIGNED TO AN INSTALLATION, THE SOLDIER MUST, NO LATER THAN 48 HOURS AFTER RECEIVING THESE ORDERS, USE ARMY LODGING SUCCESS TO OBTAIN HOUSING OR A STATEMENT OF NONAVAILABILITY (SNA). FOR TOLL FREE RESERVATION SERVICES 24/7 CONTACT: 1-866-363-5771; [HTTP://WWW.LODGINGSUCCESS.COM/](http://www.lodgingsuccess.com/) OR CENTRAL RESERVATIONS AT 1-800-462-7691 EMAIL: [CENTRALRESERVATIONS@REDSTONE.ARMY.MIL](mailto:CENTRALRESERVATIONS@REDSTONE.ARMY.MIL). WHEN ISSUED A SNA TO RESIDE ON THE ECONOMY WHEN CONTRACT LODGING IS NOT AVAILABLE, THE SOLDIER IS AUTHORIZED 55% OF THE LOCAL PER DIEM RATE." WHEN ORDER WRITING SYSTEMS LIMIT THE LENGTH OF ADDITIONAL INSTRUCTIONS, ORDER AUTHORIZING OFFICIALS WILL AT A MINIMUM USE THE FOLLOWING PHRASE, "SOLDIER IS AUTHORIZED UP TO 55% OF THE LOCAL PER DIEM RATE." LODGING SUCCESS WILL ATTEMPT TO OBTAIN LODGING FOR THE SOLDIER AT THE DUTY LOCATION NO LATER THAN 3 WORKING DAYS AFTER THE SOLDIER HAS CONTACTED LODGING SUCCESS. IF LODGING SUCCESS IS UNABLE TO OBTAIN LODGING DURING THESE 3 WORKING DAYS, THEY WILL ISSUE A SNA FOR A TEMPORARY PERIOD (NORMALLY, NO LONGER THAN 8 DAYS) AT 100% PER DIEM UNTIL SUITABLE LODGING CAN BE OBTAINED. IF SUITABLE LODGING CANNOT BE OBTAINED, THE SOLDIER WILL BE ISSUED A SNA TO SUBSTANTIATE 55% OF THE LOCAL PER DIEM RATE FOR THE REMAINDER OF THEIR ORDER.

"FOR SOLDIERS RESIDING ON INSTALLATIONS, PER DIEM RATE PAID IS BASED ON AVAILABILITY OF LODGING AND MEALS FOUND IN THE WORLD WIDE LISTING W/O OFFICIAL TRAVEL GOVERNMENT QUARTERS FOUND AT THE FOLLOWING LINK:  
[HTTP://WWW.ARMYMWR.COM/PORTAL/TRAVEL/LODGING/](http://www.armymwr.com/portal/travel/looding/)."

SNAS CEASE WHEN SOLDIERS' ORDERS END. SOLDIERS MUST REPEAT THE STEPS IN THIS PARAGRAPH AND CHECK TEMPORARY LODGING AVAILABILITY WHENEVER A NEW ORDER IS ISSUED OR A CURRENT ORDER IS EXTENDED. IF THE CONDITIONS WARRANT, A NEW SNA WILL BE ISSUED FOR EACH NEW ORDER. THE ASA(M&RA) IS THE WAIVER APPROVAL AUTHORITY TO THE SNA GUIDANCE IN THIS PARAGRAPH. ALL HARDSHIP REQUESTS FOR FULL PER DIEM REQUIRE A MG/O8/SES EQUIVALENT SUBMISSION ENDORSEMENT. THE ASA(M&RA) IS THE APPROVAL AUTHORITY FOR REQUESTS FOR FULL PER DIEM. SOLDIERS WHO HAVE COMMITTED TO LONG TERM FINANCIAL OBLIGATIONS (FOR EXAMPLE, MORTGAGES) UNDER THE PROVISIONS OF THE

ARMY'S PREVIOUS PER DIEM POLICY MAY SEEK A WAIVER TO THE GUIDANCE FOUND IN THIS PARAGRAPH IF THEY FIND THEMSELVES IN A HARDSHIP SITUATION.

(1) WHEN THE SOLDIER IS PROVIDED GOVERNMENT LODGING AND MEALS ON THE INSTALLATION AT WHICH PERFORMING DUTY, THE SOLDIER DRAWS THE INCIDENTAL PORTION OF PER DIEM ONLY (\$3.00 A DAY CONUS/\$3.50 A DAY OCONUS). DEFENSE FINANCE AND ACCOUNTING SERVICE-IN (DFAS-IN) AND INSTALLATION MANAGEMENT COMMAND (IMCOM) (VIA DEFENSE TRAVEL SYSTEM (DTS)) WILL USE THE WORLD WIDE LISTING W/O OFFICIAL TRAVEL GOVERNMENT QUARTERS FOUND AT THE FOLLOWING LINK [HTTP://WWW.ARMYMWR.COM/PORTAL/TRAVEL/LODGING/](http://www.armymwr.com/portal/travel/looding/) TO DETERMINE THE APPROPRIATE PER DIEM RATE FOR PAYMENT TO THE SOLDIER.

(2) WHEN THE SOLDIER IS PROVIDED CONTRACT LODGING OFF THE INSTALLATION AT NO COST TO THE SOLDIER, THE SOLDIER DRAWS FULL COMMERCIAL RATE MEALS AND INCIDENTAL PER DIEM FOR THE DUTY LOCATION. LODGING SUCCESS WILL ISSUE A SNA NUMBER. THE SOLDIER MUST RECORD THIS SNA NUMBER ON THEIR CLAIM WHEN THEY FILE FOR REIMBURSEMENT TO BE PROPERLY REIMBURSED.

(3) WHEN THE SOLDIER IS PROVIDED GOVERNMENT LODGING ON AN INSTALLATION, BUT GOVERNMENT MEALS ARE NOT AVAILABLE OR THE SOLDIER COMMUTES TO DUTY AT A LOCATION AWAY FROM THAT INSTALLATION, THE SOLDIER DRAWS FULL COMMERCIAL RATE MEALS AND INCIDENTAL PER DIEM FOR THE DUTY LOCATION. DFAS-IN AND IMCOM (VIA DTS) WILL USE THE WORLD WIDE LISTING W/O OFFICIAL TRAVEL GOVERNMENT QUARTERS FOUND AT THE FOLLOWING LINK [HTTP://WWW.ARMYMWR.COM/PORTAL/TRAVEL/LODGING/](http://www.armymwr.com/portal/travel/looding/) TO DETERMINE THE APPROPRIATE PER DIEM RATE FOR PAYMENT TO THE SOLDIER.

(4) WHEN EITHER GOVERNMENT OR CONTRACT LODGING IS NOT AVAILABLE, AND THE SOLDIER IS ISSUED A SNA FOR LODGING TO RESIDE ON THE ECONOMY, THE SOLDIER DRAWS 55% OF THE DAILY LOCALITY PER DIEM RATE FOR THE DUTY LOCATION. THIS RATE COVERS LODGING, MEALS, AND INCIDENTAL EXPENSES. LODGING SUCCESS WILL ISSUE A SNA NUMBER TO THE SOLDIER. THE SOLDIER MUST RECORD THIS SNA NUMBER ON THEIR CLAIM WHEN THEY FILE FOR REIMBURSEMENT AND INCLUDE THEIR LODGING RECEIPTS WITH THEIR CLAIM TO BE PROPERLY REIMBURSED.

(5) WE ARE WORKING TO ENSURE THE WORLD WIDE LISTING INCLUDES ALL INSTALLATIONS AROUND THE ARMY. WE DO NOT HAVE THIS TASK COMPLETED. WHEN A SOLDIER IS ASSIGNED TO AN INSTALLATION NOT FOUND ON THE WORLD WIDE LISTING, THE FIRST COL/O6/CIVILIAN EQUIVALENT IN THE SOLDIER'S CHAIN OF COMMAND/SUPERVISORY CHAIN PROVIDES THE SNA (ENCLOSURE #1) CERTIFYING THE APPROPRIATE PER DIEM RATE FOR THE SPECIFIED PERIOD. TO ADD AN INSTALLATION TO THE WORLD WIDE LISTING PLEASE CONTACT MISS DEBBIE MARTIN AT (703) 681-5368 OR [DEBBIE.MARTIN@FMWRC.ARMY.MIL](mailto:DEBBIE.MARTIN@FMWRC.ARMY.MIL).

D. TRANSITION SOLDIERS. SOLDIERS WHOSE CURRENT ORDERS CROSS OVER 31 MARCH 2008 MAY (DEPENDING ON THEIR CALL-UP STATUS) REMAIN IN A TCS/TDY STATUS FROM 1 APRIL 2008 UNTIL COMPLETION OF THEIR CURRENT ORDERS, REQUEST REFRAD, OR PCS FOR A MINIMUM OF 365 DAYS STARTING AS EARLY AS 1 APRIL 2008. EFFECTIVE 1 APRIL 2008, WHEN THESE SOLDIERS ELECT REMAINING IN A TCS/TDY STATUS, ORDER ISSUING AUTHORITIES AMEND THE SOLDIERS' CURRENT ORDERS TO REFLECT THE ADDITIONAL INSTRUCTIONS IN PARAGRAPH 10C ABOVE. ORDER ISSUING AUTHORITIES DO NOT HAVE TO

AMEND SOLDIERS' CURRENT ORDERS WHEN THEY REMAIN IN GOVERNMENT LODGING ON AN INSTALLATION OR REMAIN IN CONTRACT LODGING AS THEY CROSS OVER 31 MARCH 2008 BECAUSE THEIR ALLOWANCES WILL NOT CHANGE WITH THE TRANSITION. WHEN THESE SOLDIERS ELECT PCS OR REFRAD, EFFECTIVE 31 MARCH 2008, ORDER ISSUING AUTHORITIES RESCIND THE SOLDIERS' CURRENT ORDERS AND EFFECTIVE 1 APRIL 2008 ISSUE THESE SOLDIERS A PCS ORDER FOR AT A MINIMUM 365 DAYS WHEN APPROVED FOR PCS, OR A REFRAD ORDER. THE SOLDIER'S FIRST COL/O6/CIVILIAN EQUIVALENT IN THE SOLDIER'S CHAIN OF COMMAND/SUPERVISORY CHAIN MAY ALLOW SOLDIERS TO FINISH THEIR ORIGINAL TOUR IN THEIR CURRENT LODGING ARRANGEMENT AND DRAW UP TO 55% PERCENT OF THE LOCAL PER DIEM RATE AS LONG AS THEY ARE BELOW THE 55% PER DIEM THRESHOLD. THE SOLDIER'S FIRST COL/O6/CIVILIAN EQUIVALENT WILL USE THE ENCLOSED MEMORANDUM (ENCLOSURE #2) TO ALLOW TOUR CONTINUANCE AT THIS PER DIEM RATE. THE SOLDIER'S FIRST COL/O6/CIVILIAN EQUIVALENT WILL USE THE COMPUTATION EXAMPLES FOUND IN JFTR, PARAGRAPH U4105-I TO ENSURE THE SOLDIER IS BELOW THE 55% THRESHOLD. THE SOLDIER WILL FILE THIS MEMORANDUM WITH THEIR CLAIM. REQUESTS FOR 100% PER DIEM WILL BE IN MEMORANDUM FORMAT AND WILL BE ROUTED THRU THE DEPUTY CHIEF OF STAFF G-1 TO THE ASA(M&RA) FOR ADJUDICATION.

11. DEFENSE TRAVEL SYSTEM (DTS). AS PART OF THIS POLICY CHANGE, THE ARMY WILL TRANSITION TO DTS TO PROCESS ALL TCS/TDY CONTINGENCY TRAVEL VOUCHERS. DOING SO FACILITATES THE PROPER OBLIGATION OF FUNDS AND ENSURES THE RAPID PAYMENT OF SOLDIERS' TRAVEL CLAIMS. IMCOM HAS THE LEAD FOR ESTABLISHING DTS AUTHORIZATIONS FOR TCS/TDY TRAVEL THROUGHOUT THE ARMY. THE BUSINESS PROCESSES ESTABLISHED BY ASA(FM&C) WILL BE FOLLOWED. THIS REQUIRES ALL SOLDIERS FILING TRAVEL CLAIMS FOR TCS/TDY RELATED ALLOWANCES TO REGISTER AND USE DTS NOT LATER THAN 31 MARCH 2008. MANUAL VOUCHERS WILL NO LONGER BE ACCEPTED AFTER THIS DATE.

12. TDY EXPENSE GUIDANCE.

A. SOLDIERS IN A TCS/TDY STATUS ARE SUBJECT TO THE REQUIREMENTS AND PROVISIONS OF THE JFTR AND ASSOCIATED ARMY GUIDANCE FOUND IN THE PPG AND PUBLISHED POLICY DIRECTIVES.

B. SOLDIERS IN A TCS/TDY STATUS WHO SUBMIT TRAVEL CLAIMS, AND SUPERVISORS/APPROVING OFFICIALS WHO APPROVE TRAVEL CLAIMS, ARE RESPONSIBLE FOR ENSURING THAT ALL CLAIMED EXPENSES ARE ACCURATE, AND IN COMPLIANCE WITH JFTR AND ARMY GUIDANCE FOUND IN CHAPTER 8 OF THE PPG, AND ARE SUBSTANTIATED WITH PROPER RECEIPTS OR OTHER SUPPORTING DOCUMENTS AS REQUIRED. SOLDIERS ISSUED AN SNA AND DRAWING 55% PERCENT PER DIEM ARE STILL REQUIRED TO PROVIDE LODGING RECEIPTS.

C. THE JFTR REQUIRES SOLDIERS TO EXERCISE THE SAME CARE AND REGARD FOR INCURRING EXPENSES TO BE PAID BY THE GOVERNMENT AS WOULD ANY PRUDENT PERSON TRAVELING AT PERSONAL EXPENSE. EXCESS COSTS, CIRCUITOUS ROUTES, DELAYS OR LUXURY ACCOMMODATIONS THAT ARE UNNECESSARY OR UNJUSTIFIED ARE THE SOLDIER'S FINANCIAL RESPONSIBILITY. APPROVING OFFICIALS ARE RESPONSIBLE FOR ENFORCING THIS STANDARD AND SHOULD DENY EXCESSIVE OR IMPROPER EXPENSE CLAIMS.

13. REPORTING REQUIREMENTS. EFFECTIVE 1 MARCH 2008, HRC, NGB AND USARC WILL EACH SUBMIT A MONTHLY OPERATIONAL SUPPORT (OS) REPORT TO THE DCS, G-1 (DAPE-PRS & DAPE-MPE). THE OS REPORT WILL BE SUBMITTED ON THE 15TH OF EVERY MONTH AND WILL REPORT OS PERSONNEL NUMBERS AS OF THE LAST DAY OF THE PREVIOUS MONTH (E.G., THE 15 MAR 2008 OS REPORTS WILL PROVIDE OS PERSONNEL NUMBERS AS OF

29 FEB 2008). CONSISTENT WITH THE ORDER ISSUING AUTHORITIES IDENTIFIED IN PARAGRAPH 6 OF THE ADOS POLICY MEMORANDUM SIGNED ON 21 FEBRUARY 2008, HRC, NGB, AND USARC WILL ADDRESS THE FOLLOWING IN THEIR MONTHLY OS REPORTS:

A. THE HRC OS REPORT WILL IDENTIFY THE TOTAL NUMBER OF RC SOLDIERS:

- (1) SERVING ON ADOS ORDERS AND NOT COUNTED AGAINST ACTIVE DUTY END STRENGTH;
- (2) SERVING ON ADOS ORDERS AND COUNTED AGAINST ACTIVE DUTY END STRENGTH;
- (3) SERVING ON CONTINGENCY-ADOS (CO-ADOS) ORDERS AND NOT COUNTED AGAINST ACTIVE DUTY END STRENGTH;
- (4) SERVING ON CO-ADOS ORDERS AND COUNTED AGAINST ACTIVE DUTY END STRENGTH; AND
- (5) SERVING ON ADOS OR CO-ADOS ORDERS WHO HAVE QUALIFIED FOR SANCTUARY PROTECTION UP OF TITLE 10, USC, SECTION 12686;
- (6) SERVING ON ADOS-RC ORDERS AND NOT COUNTED AGAINST AGR END STRENGTH;
- (7) SERVING ON ADOS-RC ORDERS AND COUNTED AGAINST AGR END STRENGTH.

B. THE NGB OS REPORT WILL IDENTIFY THE TOTAL NUMBER OF ARMY NATIONAL GUARD/ARMY NATIONAL GUARD OF THE UNITED STATES SOLDIERS:

- (1) SERVING ON ADOS-RC ORDERS AND NOT COUNTED AGAINST AGR END STRENGTH;
- (2) SERVING ON ADOS-RC ORDERS AND COUNTED AGAINST AGR END STRENGTH;
- (3) SERVING ON FULL-TIME NATIONAL GUARD DUTY FOR OPERATIONAL SUPPORT (FTNGD-OS) ORDERS AND NOT COUNTED AGAINST AGR END STRENGTH; AND
- (4) SERVING ON FTNGD-OS ORDERS AND COUNTED AGAINST AGR END STRENGTH.

C. THE USARC OS REPORT WILL IDENTIFY THE TOTAL NUMBER OF ARMY RESERVE TROOP PROGRAM UNIT SOLDIERS:

- (1) SERVING ON ADOS-RC ORDERS AND NOT COUNTED AGAINST AGR END STRENGTH; AND
- (2) SERVING ON ADOS-RC ORDERS AND COUNTED AGAINST AGR END STRENGTH.

D. REFERENCE THE DATA SUBMITTED ABOVE, HRC, NGB, AND USARC WILL ALSO PROVIDE DCS G-1 (DAPE-PRS) WITH THE FOLLOWING DATA FOR EACH SOLDIER ON OS ORDERS:

- (1) SSN AND COMPONENT OF RECORD;
- (2) START/END DATE OF CURRENT OS ORDERS;
- (3) INDICATION OF WHETHER THE OS ORDERS ARE FOR MORE THAN 1095 DAYS SUCH THAT THE "THREE-YEAR RULE" APPLIES;
- (4) IF THE OS ORDERS ARE FOR 1095 DAYS OR LESS, THE TOTAL NUMBER OF COMPLETED OS DAYS THAT COUNT TOWARD THE 1095 DAY LIMIT OF THE "THREE-OUT-OF-FOUR-YEAR" RULE; AND
- (5) INDICATION OF WHETHER THE OS ORDERS WERE ISSUED BASED ON THE SOLDIER'S SANCTUARY, RETIREEE RECALL, OR VOLUNTARY MEDICAL HOLD STATUS.
- (6) THE NUMBER OF SOLDIERS AUTHORIZED PER DIEM.

14. FUND CONTROL. IMCOM IS RESPONSIBLE FOR ESTABLISHING FUNDING CONTROL OF ALL CONTINGENCY TCS/TDY ORDERS VIA DTS.

15. POINTS OF CONTACT (POC): OVERALL MESSAGE POC IS LTC VOITHOFER, ARMY G-1, DSN 222-6889, CML (703) 692-6889 OR [MATTHEW.VOITHOFER@HQDA.ARMY.MIL](mailto:MATTHEW.VOITHOFER@HQDA.ARMY.MIL); LTC HUTHER, ARMY G3, DSN 224-1553, CML

(703) 614-1553, [AMY.HUTHER@CONUS.ARMY.MIL](mailto:AMY.HUTHER@CONUS.ARMY.MIL); HRC MOBILIZATION SUPPORT BRANCH, CML  
(703) 325-4227; LTC SHAW, ASA(M&RA), DSN 225-5134, CML (703) 695-5134,  
[RICK.SHAW@HQDA.ARMY.MIL](mailto:RICK.SHAW@HQDA.ARMY.MIL); COL FEY, ASA(FM&C), DSN 223-2741, CML  
(703) 693-2741 OR [MARLENE.FEY@CONUS.ARMY.MIL](mailto:MARLENE.FEY@CONUS.ARMY.MIL); IMCOM IMRM-B,  
[IMCOMTCSORDERS@HQDA.ARMY.MIL](mailto:IMCOMTCSORDERS@HQDA.ARMY.MIL); [IMCOMTCSORDERS@CONUS.ARMY.MIL](mailto:IMCOMTCSORDERS@CONUS.ARMY.MIL);  
[IMATCSORDERS@HQDA.ARMY.MIL](mailto:IMATCSORDERS@HQDA.ARMY.MIL); (703) 602-5078/5085/9736; PARAGRAPH 13 REPORTING LTC  
ARNHART, ARMY G1, DSN 222-7298, CML (703) 692-7298 OR  
[LYNETTE.ARNHART@HQDA.ARMY.MIL](mailto:LYNETTE.ARNHART@HQDA.ARMY.MIL).

16. EXPIRATION DATE CANNOT BE DETERMINED.