

INSTRUCTIONS: The following notes are **required** to be added to the orders of any member traveling to an OCONUS location.

- **No** deviation from this format is authorized unless otherwise noted.
- Members (and Dependents) **shall be counseled line-by-line** on the specific authorizations to ensure full understanding.
- If departing unit has any questions regarding the authorizations, they are **required** to contact the receiving OCONUS SPO for clarification.
- Invalid entitlements will **NOT** be reimbursed, will place a financial burden on the member, and could result in administrative actions on the departing official who authorized the entitlement.

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A. MEMBER INFO

1. THESE ORDERS CONSTITUTE A PCS MOVE FROM (CITY, STATE) TO (CITY, STATE, **OR** FOREIGN COUNTRY).
2. WEIGHT REQUIREMENTS HAVE BEEN MET IAW COMDTINST M1080.8 (SERIES)
3. ****** DELETE LINE IF MEMBER IS AN OFFICER****** MBR MEETS OBLIGATED SERVICE AS REQUIRED IN COMDTINST M1000.8 (SERIES) ART 1-B-6.
4. MEDICAL CARE: ACTIVE DUTY PERSONNEL MUST UPDATE THEIR TRICARE PRIME ENROLLMENT UPON TRANSFER. DEPENDENTS WILL ALSO NEED TO TRANSFER THEIR TRICARE PRIME ENROLLMENT IF APPLICABLE. CONTACT 1-800-9HBA-HBA FOR SPECIFIC GUIDANCE.
4. ******MODIFY LINE IF MEMBER DOES NOT HAVE DEPNS****** MBR (AND DEPNS) RECEIVED OVERSEAS ENTRY APPROVAL ON (DATE) FROM (OVERSEAS ENTRY APPROVAL POINT). MBR HAS ELECTED AN UNACCOMPANIED TOUR. **OR** MBR'S NEW PDS IS DEPNS-RESTRICTED. **OR** DEPNS AUTH TRAVEL TO DESIGNATED PLACE: (CITY, STATE) **OR** DEPNS NOT RELOCATING AT THIS TIME.
5. ******DELETE LINE IF MEMBER DOES NOT HAVE DEPNS****** DEPNS TRAVELING CONCURRENTLY WITH MBR **OR** DEPNS TRAVELING SEPARATELY FROM MBR.
6. LEAVE ADDRESS AND PHONE NUMBER:
7. MBR'S SPO PDR WILL BE MAILED TO: (NEW SPO NAME & ADDRESS) **OR** MBR AUTH TO HAND CARRY SPO PDR.

B. MODE OF TRAVEL

1. ******FOR COT ONLY****** IAW COMDTINST M4600.17A, MBR OR MBR & DEPNS HAVE BEEN AUTH TO DEFER COT TRAVEL DUE TO THE OPERATIONAL NEEDS OF THE SERVICE. COT LEAVE TRAVEL MUST BE COMPLETED PRIOR TO THE NEW TOUR COMPLETION, OTHERWISE THE COT LEAVE TRAVEL EXPIRES. **OR** MBR OR MBR & DEPNS HAVE BEEN AUTH BY CG-1332 TO DEFER COT TRAVEL IAW JTR U7060-E3 DUE TO A CONTINGENCY OPERATION. **OR** MBR OR MBR & DEPNS ARE NOT AUTH TO DEFER COT TRAVEL AND HAVE ELECTED TO UTILIZE COT ENROUTE TO NEXT PDS IAW JTR U7060-D.
2. IAW JTR 7060-D, MEMBER & DEPENDENTS AUTHORIZED TRAVEL TO XXXXXXXX, XX (HOR) OR AN ALTERNATE LOCATION TO WHICH TRANSPORTATION IS NO MORE

EXPENSIVE. IF TRANSPORTATION TO THE ALTERNATE LOCATION IS MORE EXPENSIVE THAN TRANSPORTATION TO THE HOR, THE MEMBER IS FINANCIALLY RESPONSIBLE FOR THE ADDITIONAL COST. COST OF GOVERNMENT TRANSPORTATION REQUEST FROM XXXXXXXX, XX TO XXXXXXXXXX, XX IS \$XXXX.XX/PERSON. TRAVEL CHARGEABLE TO:

TONO: 1215G85PRAXXX

LOA: 2P501299210RAXXXXXX2114

OR COT NOT AUTHORIZED.

B1: COMMERCIAL AIR

1. IAW JTR 5018, MBR (& DEPNS) AUTH GOVT PROCURED TRANSPORTATION. USE OF CBA IS AUTH. MBR (& DEPNS) AUTH TVL VIA COMMERCIAL AIR FROM (CITY, STATE) TO (NEW PDS). OR MBR (& DEPNS) AUTH REIMBURSEMENT OF COMMERCIAL AIR NOT TO EXCEED COST OF GTR FROM (CITY, STATE) TO (NEW PDS) \$XXX PER FAMILY MBR. USE OF GTCC AND/OR CBA IS NOT AUTH.

B2: POC TRAVEL

1. MBR (& DEPNS) TO USE (1) POC. (YEAR, MAKE, MODEL, LICENSE PLACE NUMBER)
2. THE OFFICIAL DISTANCE IS _____ MILES FROM (LAST PDS) TO (NEW PDS OR ALASKA MARINE HIGHWAY SYSTEM POINT OF EMBARKATION).
3. *****DELETE LINES BELOW IF MBR NEW PDS IS NOT ALASKA***** MBR (& DEPNS) AUTH TVL VIA ALASKA MARINE HIGHWAY SYSTEM (AMHS) FROM (POINT OF EMBARKATION CITY, STATE) TO (POINT OF DEBARKATION CITY, STATE).
4. IAW JTR 5018, TRANSOCEANIC TRAVEL TIME BY AIRCRAFT OR SHIP IS THE ACTUAL TIME REQUIRED FOR THE TRAVEL BY THE USUAL DIRECT ROUTING. EMBARKATION OR DEBARKATION DAYS SHOULD BE INCLUDED IN ACTUAL TIME REGARDLESS OF THE HOUR OF EMBARKATION OR DEBARKATION. TVL TIME ABOARD AMHS IS (____) DAYS (TVL DATES ABOARD AMHS), ITINERARY NUMBER: _____.
5. USE OF CBA IS AUTH FOR PAYMENT OF AMHS IF TOTAL LENGTH OF TVL EXCEEDS 15 DAYS. CBA USE IS REQUIRED FOR DEPNS' TVL.
6. PER DIEM FOR TVL DAYS ABOARD AMHS WILL BE PAID UPON SUBMISSION OF TVL CLAIM.
7. MBRS WHO ELECT AND ARE AUTH TVL VIA AMHS ARE REQUIRED TO TAKE LEAVE FOR ANY ADDITIONAL DAYS SPENT EN ROUTE AWAITING A SCHEDULED OR DELAYED FERRY. ADDITIONAL TVL DAYS ARE NOT AUTH.
8. TRANSPORTATION COSTS OF ATTACHABLE RVs, TRAILERS, CAMPERs, AND U-HAUL TYPE MOVING TRUCKS ON THE AMHS ARE NOT AUTH TO BE CHARGED TO THE CBA OR MBR'S GTCC. THESE ARE CONSIDERED PART OF A PERSONALLY PROCURED MOVE (PPM). TRAVLERS SHOULD TICKET THESE ITEMS SEPARATELY FROM THEIR AUTH POC.

B3 MIXED MODE TRAVEL

1. IAW JTR 5016, TOTAL REIMBURSEMENT FOR POC AND PERSONALLY PROCURED COMMERCIAL TRAVEL MAY BE NO MORE THAN THE MALT PLUS PAYABLE FOR THE

ENTIRE ORDERED TRAVEL DISTANCE LESS THE COST OF ANY GOVT PROCURED TRANSPORTATION USED FOR A PORTION OF THE JOURNEY.

C. POV SHIPMENT (REQUIRED IF POV SHIPMENT IS AUTH TO NEW OCONUS PDS) **OR** POV SHIPMENT NOT AUTH TO (NEW PDS). POV STORAGE IS AUTH AT (LOCATION).

1. IAW JTR 5332, MBR AUTH SHIPMENT OF POV FM (CITY, STATE) TO VPC ENROUTE OR CLOSEST TO (NEW PDS). THIS ENTITLEMENT IS FOR OCONUS TOURS AND IS SEPARATE FM MODE OF TRANSPORTATION. REIMBURSEMENT IS NOT AUTH FOR PERSONALLY PROCURED PRIVATE SHIPPING.

2. IAW JTR 5350, TRANSPORTATION OF A POV MAY BE BETWEEN PORTS/VPC OTHER THAN THE DESIGNATED PORT/VPC, BUT MBR WILL BE RESPONSIBLE FOR ANY EXCESS COSTS INVOLVED.

3. IAW JTR 5354, MBR AUTH MILEAGE REIMBURSEMENT AT THE TDY RATE TO/FM THE VPC BASED ON THE OFFICIAL DISTANCE OF (DTOD MILEAGE) MILES FM (PDS) TO (LOCATION OF VPC) AND RETURN TO (PDS) IF THE POV PICKUP/DELIVERY IS SEPARATE FM PCS TVL. NO PER DIEM AUTH. **OR** POV PICKUP/DELIVER IS CONCURRENT WITH PCS TVL, PCS MILEAGE RATE IS AUTH. NO PER DIEM AUTH.

D. ENTITLEMENTS

1. TVL ENTITLEMENTS AUTH:

A. MILEAGE: (DTOD) MILES

POC1: (DTOD) MILES X \$0.19 = \$____ X 80% = \$____

POC2: (DTOD) MILES X \$0.19 = \$____ X 80% = \$____

B. PER DIEM:

\$140.00 X __ DAYS X MBR OR DEPN TVL SEP = \$____ X 80% = \$____

\$105.00 X __ DAYS X __ DEPN(S) (12 AND OVER) = \$____ X 80% = \$____

\$70.00 X __ DAYS X __ DEPN(S) (UNDER 12) = \$____ X 80% = \$____

C. . IAW JTR U5442 MBR AUTH DLA WITH OR W/OUT DEPN RATE FOR PAYGRADE ____ IN THE AMOUNT OF \$____ X 80% = \$____ OR DLA NOT AUTH.

D. TOTAL TVL ADV AUTH: \$____ X 80% = \$____ BY DIRECT DEPOSIT CHARGED AGAINST THE COAST GUARD.

E. YOU ARE DIRECTED TO SUBMIT A TRAVEL CLAIM WITHIN 30 DAYS OF COMPLETION OF TRAVEL.

F. MBR WAS COUNSELED ON TLE (5434) /TLA (9150) ENTITLEMENTS. FOR MBRS DEPARTING CONUS, TLE MAY BE AUTHORIZED FOR 5 DAYS WITHIN THE VICINITY OF THE OLD PDS. MBR WAS ALSO COUNSELED TO CONTACT NEW UNIT TO DETERMINE IF TLA IS AUTHORIZED. IF AUTHORIZED, TLA WILL NOT START UNTIL MBR HAS REPORTED-IN TO OCONUS UNIT. GTCC MAY BE USED TO COVER HOTEL AND MEAL EXPENSES FOR THE MBR IN CONJUNCTION WITH TLA/TLE ENTITLEMENT. REIMBURSEMENT CLAIMS MUST BE SUBMITTED EVERY 15 DAYS.

G. AUTH \$____ ADV PAY TO BE LIQUIDATED OVER ____ MOS. **OR** ADV PAY NOT REQUESTED.

H. AUTH SHIPMENT OF HHGS AT PAYGRADE ____ AT THE WITH DEPN **OR** WITHOUT DEPN RATE IAW JTR PAR. U5200. MBRS PERFORMING A PERSONALLY PROCURED

HHG MOVE (PPM) MUST OBTAIN UNLOADED AND LOADED WEIGHT TICKETS AT ORIGIN.

I. IAW COMDTINST M4600.18, GTCC SHALL NOT BE USED FOR TVL EXCEEDING 15 DAYS.

J. IAW JTR CHAPTER 5, ENTITLEMENTS DEPEND ON THE MBR & DEPN INDIVIDUAL TRAVEL CIRCUMSTANCES. TRAVEL SETTLEMENT WILL BE DETERMINED BY PPC (TVL) BASED ON TYPE OF ORDERS/TRAVEL VOUCHER AND ACTUAL TRAVEL PERFORMED.

E. UNIT SPECIFIC ORDER NOTES. (ONLY INCLUDE ITEMS REQUIRED TO PROCESS ORDERS).

F. POCS:

1. DEPARTING SPO: (GENERAL/SPECIFIC NAME, E-MAIL, PHONE NUMBER).
2. RECEIVING SPO: (GENERAL/SPECIFIC NAME, E-MAIL, PHONE NUMBER).
3. RECEIVING UNIT: (GENERAL/SPECIFIC NAME, E-MAIL, PHONE NUMBER).