



DEPARTMENT OF THE NAVY  
UNITED STATES NAVAL ACADEMY  
ANNAPOLIS, MARYLAND 21402

USNAINST 4651.5B  
24/EmpDiv  
11 August 1982

USNA INSTRUCTION 4651.5B

From: Superintendent

Subj: Entitlement to travel and transportation allowances for civilian employees upon appointment or transfer

Ref: (a) Federal Personnel Manual, Chapter 571  
(b) CMMI 571.1  
(c) Joint Travel Regulations (JTR), Volume II

(A)

Encl: (1) Table of Entitlements

(D)

1. Purpose. To establish procedures for the issuance of travel authorizations and transportation agreements to appointees in Manpower Shortage Positions when expenses for travel and transportation will be paid and to prescribe entitlements that accrue to employees hired through transfer from other Government agencies or activities when such action is in the interest of the Government.

2. Cancellation. USNA Instruction 4651.5A

3. Background. References (a), (b), and (c) provide information and procedures for payment of travel and transportation expenses to the first duty station for persons appointed to positions for which there is a manpower shortage. They also provide information for civilian employees transferred between Government activities in the Continental United States when such transfers are in the interest of the Government. These entitlements are listed in enclosure (1).

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4. Preemployment Interviews. Agencies may pay travel expenses incurred incident to preemployment interviews for first duty station appointments only when the position is of such a high grade level or is so unique that an interview is necessary for a final determination of the applicant's qualifications.

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a. High Grade Positions. High grade positions are professional, administrative, or technical positions at grades GS-14 and above or the equivalent.

b. Unique Positions. Unique positions are characterized by an unusual combination of duties, responsibilities, and qualification requirements. Such positions are of a complex nature and may be one of a kind in agencies.

5. Permanent Duty Travel. Under the eligibility conditions of reference (c), movement is allowed at Government expense for: (1) first duty station travel of a person who is not an employee of the Government from his/her place of actual residence for the purpose of entering on duty as an employee at his/her first duty station; and (2) permanent change-of-station travel in the interest of the Government from one duty station to another without a break in continuity of employment with departments and agencies of the Federal Government.

(A)

a. First Duty Station Travel. Agencies may pay travel and transportation expenses, as authorized, to first duty station for persons appointed to positions in the United States for which there is a shortage of qualified candidates. Positions which meet this criteria are listed in appendix A of reference (a).

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b. Permanent Change of Station (PCS) Travel. Travel and transportation expenses may be allowed any employee when it is in the interest of the Government to fill a position by movement of a current employee from one duty station to another within the Continental United States. This authority extends to movement from one Federal Government Department or Agency to another. With the exception of a former employee separated by reason of reduction in force or transfer of function who is reemployed, there must be no break in continuity of Government service in effecting a permanent change of station. A permanent change-of-station movement will not be authorized at Government expense when it is primarily for the benefit of the employee or at his/her request. If the movement is determined not to be in the interest of the Government, the employee will be informed prior to the movement as to his/her responsibility for payment of travel and transportation expenses.

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6. Period of Obligated Service. A person receiving transportation and other related allowances must agree, in writing, to remain in the Federal service for 12 months following his/her appointment. If the employee does not remain for this period, the expenses allowed must be repaid to the Government except when separation is for reasons beyond his/her control and acceptable to the agency concerned. In case of violation of such agreement, any moneys expended by the Government for such travel, transportation, moving and storage of household goods, and allowances will be recoverable from the individual concerned as a debt due the Government.

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7. Payment of Expenses. The decision to pay or not to pay travel and transportation expenses lies with the individual activity. An activity's intent to pay these expenses may have a significant bearing on an eligible's decision to accept or decline consideration for a position. Therefore, past practice should be taken into account so there will be no infringement on merit principles for competitive recruitment.

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- A) 8. Action. The Comptroller will assist Cost Center Heads to determine whether to authorize the payment of travel and transportation expenses. Managers are advised that other than travel when reduction in force or base closure is involved (where the Government is required to cover travel expenses incurred), payment of travel expenses is optional on all positions filled. Prior to authorization, approval must be secured orally from the Comptroller/Deputy Comptroller before a commitment to pay travel expenses is made to a prospective appointee.
- A) 9. Responsibility. The Civilian Personnel Department has responsibility for the Federal Personnel Manual elements of this instruction. In addition, the Civilian Personnel Department will prepare the Department of Defense (DOD) Transportation Agreement, the Transfer of DOD Civilian Employees to and within the Continental United States (DD Form 1618), the Transportation Agreement of Civilians Appointed to Manpower Shortage Positions (DD Form 1615), and Request and Authorization for DOD Civilian Permanent Duty Travel Orders (DD Form 1614). The Personnel Support Activity Detachment (PSD) has responsibility for the JTR elements, e.g., cost estimates, entitlements, disbursing, claims, etc. The Personnel and Administrative Department has responsibility for issuance of the DD Form 1614 and distribution of copies.



J. R. POOLE  
Deputy for Operations

Distribution:  
AA

TABLE OF ENTITLEMENTS

MOVEMENT SITUATION	AGREEMENT REQUIRED	TRANSPORTATION OF EMPLOYEE AND DEPENDENTS		PER DIEM FOR EMPLOYEE	PER DIEM FOR DEPENDENTS	HOUSE RENTING PER DIEM AND TRANSPORTATION	TEMPORARY QUARTERS SUBSISTENCE EXPENSES	MISCELLANEOUS LAMPS ALLOWANCE	SELL AND BUY RESIDENCE LEASE TERMINATION	MOVEMENT HOUSEHOLD EFFECTS		NON-TEMPORARY STORAGE HOUSEHOLD EFFECTS
		YES	ADVANCE							YES	ADVANCE	
FIRST DUTY STATION TRAVEL - MANPOWER SHORTAGE APPOINTMENTS AND STUDENT TRAINEES WITHIN THE 50 STATES AND DISTRICT OF COLUMBIA.	YES	ADVANCE Mileage Only	YES	ADVANCE	NO	NO	NO	NO	NO	ADVANCE Footnote 4	YES	Footnotes 5 and 7
* FIRST DUTY STATION TRAVEL TO OVERSEAS DUTY STATION (FOOTNOTE 8).	YES	ADVANCE Mileage Only	YES	ADVANCE	NO	NO	NO	NO	NO	ADVANCE Footnote 4	YES	YES Footnote 7
PERMANENT CHANGE OF STATION BETWEEN DUTY STATIONS WITHIN CONTINENTAL UNITED STATES (FOOTNOTE 1).	YES	ADVANCE Mileage Only	YES	ADVANCE	YES	ADVANCE Per Diem and Mileage	ADVANCE	NO ADVANCE	NO ADVANCE	ADVANCE Footnote 4	YES	Footnotes 5 and 7
PERMANENT CHANGE OF STATION FROM OVERSEAS DUTY STATIONS TO DUTY STATIONS IN CONTINENTAL UNITED STATES (FOOTNOTE 1).	YES	ADVANCE Mileage Only	YES	ADVANCE	YES	NO	ADVANCE	NO ADVANCE	NO	ADVANCE Footnote 4	YES	Footnotes 5 and 7
* PERMANENT CHANGE OF STATION FROM DUTY STATIONS IN CONTINENTAL UNITED STATES TO OVERSEAS DUTY STATIONS (FOOTNOTES 1 AND 8).	YES	ADVANCE Mileage Only	YES	ADVANCE	YES	NO	NO	NO	NO	ADVANCE Footnote 4	YES	YES Footnote 7
* PERMANENT CHANGE OF STATION BETWEEN OVERSEAS DUTY STATIONS (FOOTNOTES 1 AND 8).	YES	ADVANCE Mileage Only	YES	ADVANCE	YES	NO	NO	NO	NO	ADVANCE Footnote 4	YES	YES Footnote 7
RENEWAL AGREEMENT TRAVEL (ROUND TRIP BETWEEN OVERSEAS TOURS OF DUTY FOR LEAVE PURPOSES WHEN RETURN IS TO SAME DUTY STATION OR ANOTHER IN SAME LOCALITY)	YES	YES	YES	YES	NO	NO	NO	NO	NO	NO	NO	Footnote 6
RETURN FROM OVERSEAS DUTY STATION TO PLACE OF ACTUAL RESIDENCE FOR SEPARATION.	Satisfactory compliance with agreement conditions	YES	YES	YES	NO	NO	NO	NO	NO	ADVANCE Footnote 4	YES	NO

Footnote 1 - Movement of dependents and/or household goods to or from a training location when authorized in lieu of per diem or actual expense allowances for the employee while at the training site under par. C4502 is not a permanent change of station.  
 Footnote 2 - Allowed when new duty station is located in the 50 states, District of Columbia, U.S. territories and possessions, Commonwealth of Puerto Rico or areas and installations in the Republic of Panama made available to the United States under the Panama Canal Treaty of 1977 and related agreements (as described in section 3(a) of the Panama Canal Act of 1979).  
 Footnote 3 - Allowed when old and new duty stations are located in the 50 states, District of Columbia, U.S. territories and possessions, Commonwealth of Puerto Rico, or areas and installations in the Republic of Panama made available to the United States under the Panama Canal Treaty of 1977 and related agreements (as described in Section 3(a) of the Panama Canal Act of 1979).  
 Footnote 4 - Advance allowed if not shipped under a Government Bill of Lading.  
 Footnote 5 - Allowed only when assignment is to a designated isolated duty station in continental United States.  
 Footnote 6 - Allowed only for teachers employed in the Department of Defense Overseas Dependents School System. Applicable between school year.  
 Footnote 7 - Nonreciprocity storage is arranged by the Government.  
 Footnote 8 - Foreign Transfer Allowance (Subsistence Expense) is authorized under Chapter 13 for quarters occupied temporarily before departure from the 50 states or the District of Columbia for a duty station in a foreign area incident to a permanent change of station and travel to first duty station.