

**Air Force Reserve Command
Inactive Duty Training
Outside Normal Commute
Distance Guidance
1 January 2015**



U.S. AIR FORCE

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	*Identifies DAFSCs eligible for IDT Travel Reimbursement	

SECTION 1

Summary of Changes

<u>Date</u>	<u>Description</u>
14 Aug 08	Air Force Reserve Command Inactive Duty Training Outside Normal Commute Distance Guidance issued
5 Dec 08	Revised guidance issued 14 Aug 08 to include a Frequently Asked Questions (FAQs) portion of the guide, specifically questions 1 through 25
1 Feb 09	Revised guidance issued 1 Feb 09 to include addition of additional questions to the FAQ portion of the guide, specifically questions 26 through 30; added Section 7 (CRITICAL STAFFING SHORTAGE(S) listing to be used for the period of 1 Feb 09 to 31 Jan 10)
1 Feb 10	Advised that the “CRITICAL DAFSCs” listing (Section 5) is valid for the duration this program; advises that the “CRITICAL STAFFING SHORTAGE(S) listings (Sections 6, 7, and 8) are effective for separate and distinct periods (i.e., 14 Aug 08 to 31 Jan 09, 1 Feb 09 to 31 Jan 10, etc.) and each applicable listing is to be used to determined eligibility for Reservists who perform duty for this period of time; added Section 8 (CRITICAL STAFFING SHORTAGE(S) listing to be used for the period of 1 Feb 10 to 31 Dec 10)
7 Jan 11	Issued Revised Guide that superseded all previous Guides. Corrected Section 8 “CRITICAL STAFFING SHORTAGE(S)” listing (1 Feb 10 to 31 Dec 10) that was in inadvertently placed in the Guide and replaced it with the previous Section 8 listing that was in the Guide effective 1 Feb 10. Added Question and Answer 31 thru 35 to the Q&A section of the Guide. Advised that all references to the governing legislation on this matter expiring 31 Dec 10 are for a point of historical reference and aren’t changed at this time, even though the legislation may be extended beyond the initial sundown date of 31 Dec 10.
1 Jan 12	Issued Revised Guide that contained Critical Staffing Shortage(s) Listing for the period of 1 January 2012 to 31 December 2012.
1 Jan 13	Issued Revised Guide that supersedes all previous guides. Advised IAW 37 USC 452 (b) (9) and the JFTR (effective 1 Jan 13) the reimbursement for actual cost of gas and oil has changed to a mileage allowance and allows the authority to pay IDT Travel Reimbursement on a permanent basis.
1 Jan 14	Issued Revised Guide that supersedes all previous Guides to include sunset clause applicable to BRAC/FR personnel. The name of the CRITICAL STAFFING SHORTAGE(S) was changed to the Critical Skills Listing (CSL).
1 Jan 15	Issued Revised Guide that supersedes all previous guides. Effective in FY15 (1 Oct 14), RMG has been replaced with RIO due to the consolidation of the AF Reserve personnel functions which transferred to the Air Reserve Personnel Center (ARPC). IMAs are now referred to as Individual Reservists (IRs). Historical CRITICAL STAFFING SHORTAGE(S) and Critical Skills AFSC Listings (CSL) are not included with this policy, but can be retrieved on the AFRC/A1RY Sharepoint site.

SECTION 2

PROGRAM POINTS OF CONTACT

For questions or inquiries, please have Unit Reserve members contact their Unit, Group, or Wing Career Assistance Advisor (CAA). Individual Reservists (IRs) should contact their Program Manager (PM) or the Readiness Integration Organization (RIO).

MPSs, CAAs, PMs, RIO, and RPOs may address questions and concerns to the Command points of contact below:

HQ AFRC/A1	SMSgt Jamesha Barnes, DSN 497-1243; 800-223-1784 ext. 497-1243 SMSgt Teresa de la Cueva, DSN 497-2491; 800-223-1784 ext. 497-2491
HQ AFRC/FM	Ms. Cindy Branham, DSN 497-1417; 800-223-1784 ext. 497-1417 Ms. Wendy Bellamy, DSN 497-1393; 800-223-1784 ext. 497-1393

SECTION 3



PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE

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PDTATAC

30 December 2014

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: UTD/CTD for MAP 186-14(I)/CAP 186-14(I) -- CY 2015 Mileage Rates

1. **SYNOPSIS:** JTR implementation of calendar year (CY) 2015 mileage rates per GSA FTR Bulletin 15-02 published in 30 December 2014 Federal Register. The bulletin establishes the new CY 2015 privately owned vehicle (POV) reimbursement rates for official temporary duty and relocation travel, found in the attached changes.
2. The attached revision is forwarded for information purposes only. No coordination or comments are required.
3. This revision was initiated by GSA.
4. These changes are scheduled to appear in the JTR, dated 1 February 2015.
5. This determination is *effective on 1 January 2015*.

//approved by Velda Potter//
for

JOEL T. RIDENOUR
Chief, Policy and Regulations Branch

Attachment:
Rev 1

Uniformed E-Mail Distribution:

MAP Members P&R Branch PMO-DTS GSA-3FT GSA-OGP(MTT) DTMO PPC

Civilian E-Mail Distribution:

CAP Members P&R Branch PMO-DTS GSA-3FT GSA-OGP(MTT) DTMO CBCA Judges

JTR REVISIONS

Par. 2600-A:

A. TDY Mileage Rate Chart. TDY mileage rates for local and TDY travel are:

<u>POC</u>	<u>Rate Per Mile</u>	<u>Effective Date</u>
Airplane	*\$1.29	*1 Jan 2015
Automobile (If no GOV is available)	*\$0.575	*1 Jan 2015
Motorcycle	*\$0.545	*1 Jan 2015
<p>*<u>Other Mileage Rate.</u> Applies when:</p> <ol style="list-style-type: none"> 1. A POC is used instead of a Gov't furnished vehicle (if a GOV is available) when Gov't furnished vehicle use is to the Gov't's advantage, 2. Uniformed Members Only: IDT outside normal commute IAW par. 7395, 3. Uniformed Members Only: Disciplinary action travel under par. 7620, and 4. Uniformed Members Only: Medical travel under pars. 7095 and 7105. 	*\$0.23	*1 Jan 2015

B-D. *****

Par. 2605-B:

A. *****

B. MALT Rate

*1. *Effective 1 January 2015*, the MALT rate per authorized POC is **\$.23/mile**. The MALT rate in effect from 1 January – 31 December 2014 was \$.235/mile.

*2. The \$.23/mile rate is effective for all PCS travel that commences on or after 1 January 2015 (i.e. the initial travel is started.)

*3. PCS travel that commenced prior to 1 January 2015 must be paid at the old rate (\$.235/mile) even if the travel was not completed until after 1 January 2015.

4-6. *****

SECTION 4

HQ AFRC/A1/FM IDT Travel Guidance

AF/RE has approved payment of IDT Travel Reimbursement to members of the Selected Reserve in accordance with the following provisions:

NOTE: Members selected may be reimbursed for IDT Travel expenses incurred traveling to/from the IDT location (assigned unit) on or after 14 Aug 08. IDT travel reimbursement may be granted to eligible members who perform UTAs, RMPs, AFTPs, and GTPs.

NOTE: Members selected may be reimbursed for IDT Travel expenses incurred on or after 14 Aug 08 - 31 Dec 15. They were also identified by the AFRC/A1 Staff and the list was sent out to the MPS & RPOs. The period of eligibility will terminate 31 Dec 15.

In order for Reservists to be eligible for this portion of the IDT Travel Reimbursement entitlement, members must possess (hold) the identified officer/enlisted Duty Air Force Specialty Code (DAFSC) and reside outside the defined commuting limits, as designated in the legislation authorizing this entitlement (i.e., 150 miles one way from their duty station)

CRITICAL STAFFING SHORTAGE(S) IDT Travel Reimbursement. Reimbursement may be granted to Reservists assigned to a unit of the Selected Reserve with a critical manpower shortage (i.e., "Critical Staffing Shortages/Critical Skills Listing"). IRs are considered potentially eligible, even if assigned/attached to a RegAF unit as their duty station.

NOTE: Members selected may be reimbursed for IDT Travel expenses incurred on or after 14 Aug 08.

In order for Reservists to be eligible for this portion of the IDT Travel Reimbursement entitlement: Members must possess (hold) the identified officer/enlisted Air Force Specialty Code (DAFSC); and reside outside the defined commuting limits, as designated in the legislation authorizing this entitlement, i.e., 150 miles one way from their duty station.

IDT Travel Reimbursement Payment Procedures

IDT TRAVEL REIMBURSEMENT will be paid not to exceed \$300.00 per IDT round trip travel. POC mileage will be paid according to JTR 2600 at the current "Other Mileage" rate of \$0.23 per mile, to which is added reimbursement for highway, bridge, and tunnel tolls; and parking fees.

Members will be limited to 12 roundtrip IDT TRAVEL REIMBURSEMENTS per Fiscal Year (FY).

Special authorizations (i.e., rental cars) will not be authorized for this travel.

Preparation of Travel Orders

IDT Travel Outside Normal Commute will be accomplished using DD Form 1610, Request and Authorization for TDY Travel of DoD Personnel. Accomplish orders for IDT Outside Normal Commute in AROWS-R using the following instructions:

This order will be prepared as you would normally prepare an order for IDT travel with the following exceptions:

- a. Order type is "Temporary Duty", Sub-Order type is "TDY (IDT at Home Station) and TDY purpose is "IDT Outside Normal Commute";
- b. In item 11 (Itinerary) of the DD Form 1610, the "FROM" and "RETURN TO" will contain the member's place of residence as shown in MILPDS (ensure members address is correct before members begins travel.

Member is authorized travel expenses NTE \$300 for travel to and from Inactive Duty Training according to JTR, Paragraph 7395. Authorization for this entitlement effective for travel incurred on/after 14 Aug 2008.

NOTE: This order type is only valid for travel to and from member's assigned unit. Upon completion of IDT travel, the member will follow their normal travel voucher submission procedures, i.e., submission of the travel voucher with accompanying supporting documents are to be provided to the applicable servicing financial travel voucher processing agency for payment, etc. reimbursable payment not to exceed \$300.00.

SECTION 5

FREQUENTLY ASKED QUESTIONS AND ANSWERS

Q1: Who approved the IDT Travel Reimbursement program?

A1: Congress approved IDT Travel Reimbursement program as part of the FY08 NDAA, specifically Public Law 110-181.

Q2: Why was this program approved?

A2: The IDT Travel Reimbursement program was enacted to assist Reserve component members, adversely impacted by BRAC, Programmatic and PBD 720 type actions who possess "Critical AFSCs" and elect to remain active participants in the Selected Reserve at new duty stations outside of their normally defined commuting distance.

Q3: Who is this reimbursement limited to?

A3: Reserve members impacted by BRAC, Programmatic, and PBD 720 actions (as identified by the AFRC/A1 staff) or assigned to "Critical Staffing Shortages/Critical Skills Listing" identified DAFSCs.

Q4: Reserve members who travel 150 miles or more and stay overnight can deduct their travel expenses or will they just get paid? Essentially, how will members get reimbursed?

A4: If a member incurs an expense for lodging on the way to and/or from the IDT location, the expense must be claimed for reimbursement (room charge and taxes) on the DD Form 1351-3. Lodging expense is limited to the rate for the area concerned.

NOTE: For this entitlement, member will not claim reimbursement for any lodging expenses once they arrive at the IDT location.

Q5: At what rate will members be reimbursed for?

A5: POC mileage will be based on DTOD mileage and paid at the current rate of \$0.23 (as of 1 Jan 2015). Reimbursement is based on "actual expense" (except POC mileage) and is limited to transportation, lodging and meals. Receipts are required for lodging expenses claimed and any expense \$75 or more.

Q6: What is the maximum amount of reimbursement for members?

A6: \$300.00

Q7: Will members be reimbursed for round trips to attend UTA for travel just one way?

A7: Members will be reimbursed for round trip travel up to \$300.00.

Q8: Is it correct that members will only be reimbursed for up to 12 IDT travel trips per year that are not MPA or RPA? Will there be a certain number of IDT travel trips per quarter?

A8: Yes; no.

Q9: If a member does a UTA from 9-10 January for example, will they be reimbursed for this one trip?

A9: Yes.

Q10: Where can people go for more information to see if they are eligible?

A10: Reservists may contact their servicing Reserve Military Personnel Section (MPS) for unit assigned personnel; Readiness Integration Organization (RIO)/Program Manager (PM) for IRs. Additionally, IDT Travel Reimbursement guidance may be obtained through your Reserve finance office.

Q11: What are the BRAC locations eligible?

A11: The BRAC, Programmatic and PBD 720 locations are varied. The assigned members impacted by these actions have been identified by the AFRC/A1 staff and provided to the Reserve MPSs/RPOs and the ARPC/DP staff for their use in assisting commander's in identifying potential eligible personnel.

Q12: Will the critical skills AFSC list be updated periodically?

A12: Yes, no earlier than 1 Oct of each year.

Q13: Is the IDT Travel Reimbursement program applicable to IRs?

A13: Yes.

Q14: Are members of the PIRR eligible for this program?

A14: No.

Q15: Is there a need/requirement to obtain policy letters from RegAF installation commander's concerning what is the commuting area?

A15: No. The member must reside 150 miles or more from their permanent duty station (PDS) to be potentially eligible for this program, irrespective of the normally established installation commander defined commuting area.

Q16: Can members file travel vouchers from Aug 08?

A16: Reservists are eligible to file travel vouchers for duty performed on or after 14 Aug 08.

Q17: Can a member do an absence of receipt form if they lost the receipt?

A17: Receipts are required for:

- 1) Lodging expenses regardless of amount and
- 2) Expenditures of \$75 or more

The receipt must show when specific services were rendered or articles purchased and the unit price.

Lost Receipts: If receipts are impracticable to obtain or have been inadvertently lost or destroyed, a statement explaining the circumstances must be furnished. For lodging, a statement must include the name and address of the lodging facility, the dates the lodging was obtained, whether or not others shared the room, and the cost incurred.

Q18: Since lodging is supposed to be part of the expense, how does that play into the \$300 limitation? If the room is \$50, does this mean (even though the member doesn't pay out of pocket) that is part of the \$300 or is it excluded, many members are lodged off base at an expense in excess of \$150?

A18: The IDT Travel Reimbursement is for actual expenses incurred for travel to and from the IDT location/assigned unit (except POC mileage). Thus, if a member does not pay for lodging (has no out of pocket lodging expenses); the member is not entitled to lodging reimbursement.

Q19: Some Reservists drive the 150 plus miles to the Airlift (military aircraft) origination site to catch the military flight. How would this affect these members potential entitlement?

A19: The IDT Travel Reimbursement program allows the member to claim terminal mileage at the applicable mileage rate (JTR 2600) or actual expense, if commercial transportation is used. There would be no entitlement for mileage or air travel provided on Airlift (military aircraft). Terminal mileage allows the member to claim expense for transportation from home to terminal and return. There is no entitlement for reimbursement for air travel provided on Airlift (military aircraft).

Q20: How does this program apply to Hawaii and Guam? Some of the distances from several islands are less than the 150 mile requirement but in order to get from the island to the duty station, the member must fly. Are all the islands exempt from the 150 miles for Hickam and Andersen AFBs?

A20: No. The governing legislation does not allow for the exemption in question.

Q21: What items can be reimbursed?

A21: Actual expenses for transportation (POC miles must be claimed), meals (excluding alcoholic beverages), and lodging reimbursement for en route to the PDS and returning home can be reimbursed. NOTE: IDT lodging is handled separately.

Q22: How do we file for reimbursement?

A22: Use DD Form 1351-2, Travel Voucher or Subvoucher. Attach a copy of your DD Form 1610, Request and Authorization for TDY Travel of DoD Personnel.

Q23: The DD Form 1351-3 does not have a specified block for entering a member's e-mail address, telephone number, or split disbursement amount. How do I include this information?

A23: Print or type this information in the body of the form, just below the last entry for your expenses.

Q24: Is there a reference which supports travel reimbursement for IDT outside normal commute?

A24: Yes, JTR, para. 7395 and 37 USC 452 (b) (9). Effective date of this entitlement for Air Force Reserve personnel is 14 Aug 08.

Joint Travel Regulation (JTR)

7395 INACTIVE DUTY TRAINING (IDT) OUTSIDE NORMAL COMMUTING DISTANCE

A. General

1. The Secretary Concerned may authorize/approve reimbursement to an eligible member of the Selected Reserve of the Ready Reserve for travel and transportation related expenses for travel to IDT location (assigned unit – designated post of duty) to perform inactive duty training when the member is required to commute outside the local commuting distance.
2. For par. 7395, ‘outside the local commuting distance’ is defined as the local travel area under par. 2800, but not less than 150 miles one way by DTOD. An exception to this exists for non-contiguous States and U.S. Territories and Possessions requiring off island/inter island travel to an IDT location that is not normally served by boat/ferry and does not meet the conditions under par. 2800-B1c. Reimbursement for travel costs via air/sea is limited IAW par. 7395-C.

B. Eligible Member. A member of the Selected Reserve of the Ready Reserve (and not just any RC member) must be:

1. Qualified in a skill designated as critically short by the Secretary Concerned;
2. Assigned to a unit of the Selected Reserve with a critical staffing shortage, or in a pay grade in the member’s RC with a critical staffing shortage; or
3. Assigned to a unit/position that is disestablished or relocated as a result of Defense BRAC or other force structure reallocation.

C. Reimbursement. The following travel and transportation expenses for travel to and from an IDT location to perform inactive duty training may be reimbursed ([37 USC 452\(b\)\(9\)](#)), *NTE a total of \$300 for each round trip* ([37 USC §478a\(c\)](#)). .

1. Transportation

- a. Commercial Transportation. Reimbursement is authorized for the actual transportation cost including transportation between home and the terminal; and between the terminal and the training location.
- b. POC Transportation. The Other Mileage Rate (see par. 2600) is used for the official distance to and from the IDT location, to which is added reimbursement for highway, bridge, and tunnel tolls; and parking fees.

2. Lodging and Meals

- a. Meals. The actual cost of the member’s meals (including tax and tips, but not including alcoholic beverages) may be reimbursed up to the M&IE for the per diem rate for the area concerned.

b. Lodging

- (1) The actual cost of the member's lodging (including tax, tips, and service charges) may be reimbursed up to the per diem rate for the area concerned.
- (2) The locality per diem [lodging](#) ceiling in a CONUS/non-foreign OCONUS area does not include lodging tax. Lodging tax in a CONUS/non foreign OCONUS area is a reimbursable expense (App G).
- (3) The locality per diem [lodging](#) ceiling in a foreign area includes lodging tax. Lodging tax in a foreign area is not a reimbursable expense.

Q25: What DAFSCs listing should be used for the period 14 Aug 08 to 31 Jan 09?

A25: The DAFSCs listing to be used for the period of 14 Aug 08 to 31 Jan 09 are the “CRITICAL AFSCs” listing, i.e., BRAC/PBD 720 listing which is to be effective (used) for the duration of this program; and the “CRITICAL STAFFING SHORTAGE(S)” listing identified as the “14 Aug 08 to 31 Jan 09” listing.

Q26: Is there a separate “CRITICAL STAFFING SHORTAGE(S)” listing to be used for the period of 14 Aug 08 to 31 Jan 09 and 1 Feb 09 to 31 Jan 10?

A26: Yes. There are two separate and distinct listings that are effective only for the period of time that are identified on the listings, i.e., Reservists that perform duty during the period of 14 Aug 08 to 31 Jan 09, must be performing duty in a DAFSC listed on the “CRITICAL STAFFING SHORTAGE(S)” listing for that period of time; Reservists that perform duty during the period of 1 Feb 09 to 31 Jan 10, must be performing duty in a DAFSC listed on the “CRITICAL STAFFING SHORTAGE(S)” listing for that period of time.

Q27: Is there a different “CRITICAL DAFSCs” listing (BRAC/PBD 720) for the period of 14 Aug 08 to 31 Jan 09 and 1 Feb 09 to 31 Jan 10?

A27: No. The “CRITICAL DAFSCs” listing will remain the same during the entire duration of this program.

Q28: If a Reservist performed duty in Jan 09 and failed to submit their travel voucher until after 1 Feb 09, which “CRITICAL DAFSCs” listing should I use to verify whether or not their DAFSC is eligible for IDT Travel reimbursement entitlement?

A28: Irrespective of when the member files their travel voucher, their eligibility to the entitlement is based on when the duty was performed. You **are to use the “CRITICAL STAFFING SHORTAGE(S) or Critical Skills Listing (CSL) that is in effect at the time of the performance of the duty and the travel associated with the duty performed,** not when the member submitted the voucher.

Q29: If a Reservist performed duty in Jan 09 and failed to submit their travel voucher until after 1 Feb 09, which “CRITICAL DAFSCs” listing should I use to verify whether or not their eligible for the IDT Travel reimbursement entitlement?

A29: Irrespective of when the member files their travel voucher, their eligibility to the entitlement is based on when the duty was performed. The “CRITICAL DAFSCs” (BRAC/PBD 720) listing will remain the same during the entire duration of this program; thus, you are to use the same “CRITICAL DAFSCs” listing, irrespective of the date of the performance of the duty and the travel associated with the duty performed.

Q30: What is meant by the BRAC/FR sundown clause effective 31 Dec 14.

A30: Effective 1 Jan 15, members who were impacted by BRAC/FR actions beginning in Aug 08, are no longer eligible for IDT travel reimbursement based on their having been an identified BRAC/FR impacted reservist.

Q31: Will a BRAC/FR impacted member whose AFSC may be on the Critical Skills Listing AFSC listing for CY15 be eligible for the program?

A31: Yes, a former BRAC/FR impacted member would be eligible for the CY15 IDT travel reimbursement program if their DAFSC is on the CY15 Critical Skills Listing of authorized AFSCs.

FY15 COMMAND CRITICAL SKILLS AFSC LISTING

(Effective 1 Oct 14 - 30 Sep 15)

**The CSL is a fiscal year (FY) program and IDT Travel Reimbursement is a calendar year (CY) program.*

Definition: Critical Skills are selected based on mission needs of AFRC and the designation of a critical skill may be assigned to any Duty Air Force Specialty Code (DAFSC). These skills must have a historical, current or projected shortage of personnel in addition to being deemed a mission critical skill MAJCOM- wide.

OFFICER

11F	13B
11G	13S
11H	14N
11K	21A
11M	31P
11U	32E
12G	52R
12M	
12S	
12U	

ENLISTED

1A0X1	1T2X1	2A7X2
1A1X1	1U0X1	2A7X5
1A2X1	2A2X2	2T2X1
1A3X1	2A3X3	3E4X1
1A4X1	2A5X1	3E8X1
1A8X0	2A5X2	6C0X1
1A8X1	2A6X2	
1C0X2	2A6X4	
1C6X1	2A6X5	
1N0X1	2A6X6	
1P0X1	2A7X1	



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