

MANUAL: Personnel  
Chapter Series CC--Commissioned Corps Personnel Manual  
Part 3--Delegations of Authority

DEPARTMENT OF HEALTH AND HUMAN SERVICES  
Public Health Service

Chapter CC34--Travel and Transportation  
Personnel INSTRUCTION 1--Authorities Relating to Travel and Transportation

Section A. Purpose and Scope

This INSTRUCTION lists the authorities relating to the travel and transportation of PHS commissioned officers and the officials who may exercise these authorities.

Section B. Delegation of Authorities

<u>34.100</u>	<u>TRAVEL AND TRANSPORTATION</u>	<u>Delegation</u>	<u>Official</u>
34.101	To authorize or approve the use of first class accommodations on commercial aircraft, or accommodations superior to lowest first class on trains or vessels.	11/2/82	Dir, OM/PHS
34.102	Authority under the Joint Travel Regulations of the Uniformed Services, (JTR) except for the authority to authorize or approve the use of first class accommodations on commercial aircraft, or accommodations superior to lowest first-class on trains and vessels.	2/25/83	Dir, CPOD/ OPM/OM
34.103	The authority to: (a) Issue travel requests.* (b) Determine that U.S. certified air carrier or vessel of U.S. registry is unavailable and authorize use of non-U.S. certified air carrier or vessel of foreign registry. (c) Direct specific mode of temporary duty travel or use of transportation request. (d) Authorize use of privately owned vehicle for temporary duty travel.	2/10/83 2/10/83 2/10/83 2/10/83	PHS AHs RHAs PODs/OASH Dir,ORM/OM Dir,OOMS/OM Dir,ASC,/OM

\*Pursuant to the memorandum from the Director, Office of Management, PHS, to the PHS Agency Heads dated April 29, 1983, no employee or officer within the PHS agencies may approve his/her own travel.

Delegation      Official

- (e) Authorize use of transoceanic ferry for temporary duty travel.
- (f) Authorize rest stop for officers in temporary duty travel status.
- (g) Establish rate of per diem (within JTR specified maximum) for temporary duty or travel aboard commercial vessel or U.S. Government vessel totally leased for commercial operation.
- (h) Authorize use of apartment, house, mobile home, travel trailer or recreational vehicle as quarters while on temporary duty.
- (i) Authorize use of Aero Club aircraft incident to temporary duty travel.
- (j) Authorize reimbursement for trip insurance when necessary to meet legal requirements of travel in a foreign country.
- (k) Authorize incidental expenses related to official travel when necessary to successful performance of duty.
- (l) Authorize reimbursement for travel expenses incurred in and around duty station while conducting official business.
- (m) Authorize travel of attendants or escorts for officers and dependents; and authorize payment of expenses for such travel.
- (n) Authorize withdrawal and delivery of one partial lot of household goods from temporary storage at Government expense.

		<u>Delegation</u>	<u>Official</u>
	(o) Authorize transportation at Government expense of remains of deceased officer.		
	(p) Authorize transportation of remains of deceased dependent of officer on duty outside the United States.		
	(q) Authorize reshipment of household goods when improperly shipped.		
	(r) Authorize advance of funds for travel.		
34.104	Determine the local commuting area of a station, where such determination has not already been made by higher authority	2/10/83 2/10/83	PHS AHs RHAs
34.105	Issue travel orders and direct an officer or group of officers (including self) to perform temporary duty not to exceed six months duration, and approve travel orders issued under unusual conditions which were not originated by competent authority (such as travel incident to emergency), involving the following types of travel:	2/10/83 2/10/83	PHS AHs RHAs
	(1) Travel between points within the contiguous 48 states and the District of Columbia (referred to herein as CONUS);		
	(2) Travel within an overseas area, including Alaska, Hawaii and U.S. Territories, but not including transoceanic travel as defined in Appendix J, JTR, Volume 1;		
	(3) Travel between a point within CONUS and a point outside CONUS; and		
	(4) Travel between points outside CONUS involving transoceanic travel as defined in Appendix J, JTR, Volume 1.		
34.106	Issue travel orders and direct an officer or group of officers (including self) to perform temporary duty not to exceed six months duration, and approve travel orders issued under unusual conditions which were not originated by competent authority (such as travel incident to emergency), involving travel between points within the contiguous 48 states and the District of Columbia.	2/10/83 2/10/83	PODs/OASH Dir, ORM/OM Dir, OOMS/OM Dir, ASC/OM

		<u>Delegation</u>	<u>Official</u>
34.107	Direct travel of applicants for the commissioned corps, and authorize payment for such travel.	2/10/83 2/10/83	PHS AHs RHAs
34.108	Authorize acceptance from non-Federal sources of cash for deposit to the appropriation to cover travel expenses (reimbursement in-cash - RC).	2/10/83	PHS AHs
34.109	Authorize acceptance from non-Federal sources of services in-kind, the purpose of which is to defray travel expenses (reimbursement in-kind - RK).	2/10/83	PHS AHs
34.110	Authorize acceptance of cash reimbursement to the traveler for retention by him (cash reimbursement retained by traveler - RR).	2/10/83	PHS AHs
34.111	Authorize travel of the dependents, shipment of household goods, and transportation of the privately-owned motor vehicle of a commissioned officer who dies while on active duty. (This authority will be exercised in accordance with chapter 7, part D; chapter 8, part G; and chapter 11, paragraph 11005, of the JTR).	2/10/83	PHS AHs