

MANUAL: Personnel
Chapter Series CC--Commissioned Corps Personnel Manual
Part 2--Commissioned Corps Personnel Administration

DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE
Public Health Service

Chapter CC24--Travel and Transportation
Subchapter CC24.2--Travel of Officers
Personnel INSTRUCTION 4--Travel Time Incident to Permanent Change of
Station

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Section A. Purpose and Scope

The purpose of this INSTRUCTION is to provide general information regarding the computation of travel time for commissioned officers incident to a permanent change of station (PCS). The Joint Travel Regulations contain the basic rules and regulations that govern computation of travel time incident to PCS for members of the uniformed services. Therefore, in the event of conflict or differences between the provisions of this INSTRUCTION and the provisions of the Joint Travel Regulations and any amendments thereto, the provisions of the Joint Travel Regulations are controlling.

Section B. Authority

Regulations governing the computation of travel time incident to PCS are found in Volume 1, Chapter 1, Part B, Paragraph M1050 of the Joint Travel Regulations.

Section C. Computation of Travel Time

1. General. Commissioned officers are entitled to travel time in order to accomplish the travel directed by PCS orders. There will be no travel time allowed for officers reassigned within the corporate limits of a city or town. The allowable travel time may not exceed the number of days which would be required to perform travel for the official distance between old and new duty stations by privately owned conveyance (POC). Regardless of the number of modes of transportation utilized, only one day of travel time will be allowed if the official distance between points of duty is 450 miles or less. Travel time will be computed only for the official distance between the authorized points of travel as determined by using an Official Table of Distances (such as Army Regulation 55-60) or a Rand McNally Atlas via the most direct route.
2. Modes of Travel. The following paragraphs contain instructions for computing travel time for the various modes of travel:
 - a. Travel by POC. One day of travel time will be allowed for each 300 miles of the official distance of the ordered travel. One additional day of travel time will be allowed for any distance in excess of multiples of 300 miles, provided the excess is 151 miles or more, as shown in the following table:

OFFICIAL DISTANCE (Miles)	TIME (Days)	OFFICIAL DISTANCE (Miles)	TIME (Days)
0-150	0	2551-2850	9
151-450	1	2851-3150	10
451-750	2	3151-3450	11
751-1050	3	3451-3750	12
1051-1350	4	3751-4050	13
1351-1650	5	4051-4350	14
1651-1950	6	4351-4650	15
1951-2250	7	4651-4950	16
2251-2550	8	4951-5250	17

- b. Transoceanic Travel. Travel time for transoceanic travel performed by aircraft or vessel will be the actual time required for such travel by the normal direct routing. Portions of days of embarkation or debarkation at the port awaiting transportation are included in the actual time for ocean or transoceanic travel, regardless of the hour of embarkation or debarkation.
- c. Overland Travel by Surface Common Carrier. Travel time will be computed at the rate of 1 hour for each 40 miles traveled by commercial surface common carrier (bus or rail) and 1 day for each 18 hours, or fraction thereof, as shown in the following table:

<u>MILES</u>	<u>HOURS</u>	<u>TIME</u>
0-720	1-18	1 day
721-1440	18:01-36	2 days
1441-2160	36:01-54	3 days
2161-2880	54:01-72	4 days
2881-3600	72:01-90	5 days
3601-4320	90:01-108	6 days
4321-5040	108:01-126	7 days
5041-5760	126:01-144	8 days

- d. Travel by Commercial Air Carrier. Travel time will be computed at the rate of 1 hour for every 500 miles traveled by commercial air carrier, for other than transoceanic travel.
- e. Mixed Modes. Travel time for travel performed by mixed modes will be computed in accordance with the modes used. The following procedures will be used in computing travel time by the various modes:
- (1) Determine the official distance between authorized points of travel using an Official Table of Distances, e.g., Army Regulation 55-60, or a Rand McNally Atlas, via the most direct route;
 - (2) Compute travel time in accordance with the table in paragraph 2.a. above for the total number of miles traveled by POC;

- (3) Determine the total number of miles traveled by surface common carrier and divide by 40;
 - (4) Determine the total number of miles traveled by commercial air carrier and divide by 500;
 - (5) Add the number of hours required for surface common carrier and the number of hours required for air travel and divide result by 18 hours to determine the number of days of allowable travel time by common carrier, rounding any fraction of a day to the next higher day; and
 - (6) Add the number of days allowed for travel by POC to the surface common carrier and/or air travel days to determine the total number of days of authorized travel time.
- f. Elapsed Travel Time. Elapsed travel time is the actual travel time for authorized travel. In all cases, when the elapsed travel time is less than the authorized travel time computed in accordance with this INSTRUCTION, the elapsed travel time will be the allowable travel time.

Section D. Last Duty Station Outside Continental Limits
of United States (CONUS)

An officer who is to be released from active duty and whose last active duty assignment is at a non-CONUS location, other than Alaska, Canada, and Mexico, will be released from active duty at the port of debarkation within CONUS which is nearest to the last duty station via the most usually traveled air route. These ports are hereby defined as separation points.

Personnel Orders which effect the release from active duty of an officer assigned to a non-CONUS duty station will direct air travel from the duty station to the separation point with one day of temporary duty at the separation point.

Travel time upon release from active duty at the separation point will be computed according to the mode used for the official distance between the separation point and the home of record.