Air Force Reserve Command Inactive Duty for Training Outside Normal Commute Distance Guidance

1 January 2018

U.S. AIR FORCE

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SECTION 1
Summary of Changes

DATE	DESCRIPTION
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7 Jan 11	Issued Revised Guide that superseded all previous Guides.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 Advised that all references to the governing legislation on this matter expiring 31 Dec 10 are for a point of historical reference and aren't changed at this time, even though the legislation may be extended beyond the initial sundown date of 31 Dec 10.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.
14 Jan 16	Issued Revised Guide that supersedes all previous guides. Mileage Rates updated.
1 Jan 17	Issued Revised Guide that supersedes all previous guides. Mileage Rates updated.
1 Jan 18	Issued Revised Guide that supersedes all previous guides. Effective CY18 the list does not utilize the CSL, it is now a separate listing. Mileage Rates updated.

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 Detachment or the Readiness Integration Organization (RIO).

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

HQ AFRC/A1 AFRC.A1KK@US.AF.MIL
CMSgt Melody Younger, DSN 497-1243; 800-223-1784 ext. 497-1243
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HQ AFRC/FM HQAFRC.FMPQ.TRAVEL@US.AF.MIL
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Mr. Adam Hoque, DSN 497-1436; 800-223-1784 ext. 497-1436

SECTION 3

PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE
4800 Mark Center Drive, Suite 04J2501
Alexandria, VA 22350-9000
www.defensetravel.dod.mil

PDTATAC/hm/W18001 3 January 2018

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: UTD/CTD for CY2018 TDY/PCS Mileage Rates

1. JTR implementation of calendar year (CY) 2018 mileage rates per GSA FTR Bulletin 18-03 published in 03 January 2018 Federal Register effective 1 January 2018. The bulletin establishes the new CY 2018 mileage reimbursement rates for official temporary duty and relocation travel found at DTMO website, https://www.defensetravel.dod.mil/site/otherratesMile.cfm.

   a. Airplane mileage rate increased to $1.21 per mile, up six cents.
   b. Motorcycle mileage rate increased to $0.515 per mile, up one cent.
   c. PCS (MALT) and other mileage increase to $0.18 mile, up one cent.
   d. TDY mileage rate (automobile) increase to $0.545 cents per mile, up one cent.

2. The attached revision is forwarded for information purposes only. No coordination or comments are required.

3. This revision was initiated by GSA/PDTATAC Staff.

4. These changes are scheduled to appear on the DTMO website.

5. This determination is ***effective on 1 January 2018***.

6. Action Officer: Mr. Henry Mitchell (henry.mitchell4.civ@mail.mil).

//approved//
VELDA A. POTTER
Regulations Lead, Policy & Regulations Branch

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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:

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, and AFTPs. The period of eligibility will terminate 31 Dec 18.

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 (i.e., 150 miles one way from their duty station) as designated in the legislation authorizing this entitlement.

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 the "Other Mileage" rate of $0.18 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 Calendar Year (CY).

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

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:

Order type is "Temporary Duty", Sub-Order type is "TDY (IDT at Home Station) and TDY purpose is "IDT Outside Normal Commute";

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 032304. 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.

Joint Travel Regulation (JTR)

032304. IDT outside the Normal Commuting Distance

A. Eligibility. The Secretary concerned may authorize reimbursement for travel and transportation for certain RC members in the Selected Reserve of the Ready Reserve who perform IDT that requires them to commute outside the local commuting distance.

1. An eligible RC member must meet one of the following eligibility criteria:
a. Qualified in a skill designated as critically short by the Secretary concerned.
b. Assigned to a unit of the Selected Reserve with a critical staffing shortage, or in a pay grade in the Service member's RC with a critical staffing shortage.
c. Assigned to a unit or position that is disestablished or relocated as a result of Defense Base Realignment and Closure or other force structure reallocation.

2. For purposes of this paragraph, "outside the local commuting distance" is defined as either of the following:
a. The local travel area as specified in Section 0206 but not less than 150 miles one way, as determined by the DTOD.
b. For non-contiguous states and U.S. territories and possessions requiring off-island or inter-island travel to an IDT location that is not normally served by boat or ferry and does not meet the local commuting conditions in Section 0206.

B. Allowances.

1. The Secretary concerned may authorize or approve reimbursement for the following actual expenses, limited to $300 for each round trip.
a. Transportation. Transportation cost, including transportation between home and the terminal and between the terminal and the training location, is reimbursed. If a privately owned vehicle (POV) is used, reimbursement is at the "other mileage rate" for the official distance to and from the IDT location and for any parking fees and highway, bridge, and tunnel tolls.
b. AEA
(1) Actual meal cost, including tips and taxes but excluding alcoholic beverages, up to the maximum locality meal rate and incidental expenses (M&IE) rate for the duty location is reimbursed.
(2) Actual cost of lodging plus taxes, including service charges, up to the maximum amount of the locality lodging rate for the duty location is reimbursed. Refer to Table 2-13 for rules on lodging taxes.

2. On a case-by-case-basis, the Secretary Concerned may authorize or approve, a higher reimbursement amount, when the Service member:
a. Resides in the same State as the training location; and
b. Resides outside of an urbanized area with a population of 50,000 or more (as determined by the U.S. Census Bureau) and
c. Is required to commute:
(1) To a training location using an aircraft or boat (due to limited or nonexistent vehicular routes to the training location or other geographical challenges); or
(2) From a permanent residence more than 75 miles from the training location.

SECTION 5

FREQUENTLY ASKED QUESTIONS

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 be paid? Essentially, how will members be 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?
A5: POC mileage will be based on DTOD mileage and paid at the current rate of $0.18 (as of 1 Jan 2018). 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)/Detachment 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 does not 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 Sub voucher. 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. 032304 and 37 USC 452 (b) (9). Effective date of this entitlement for Air Force Reserve personnel is 14 Aug 08.

Q25: If a Reservist performed duty in November 2014 and failed to submit their travel voucher until February 2015, which Critical Skill List should I use to verify whether or not their DAFSC is eligible for IDT Travel reimbursement entitlement?
A25: 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 applicable listing that is in effect at the time the duty was performed and the travel associated with the duty performed, not when the member submitted the voucher.

Q26: What is meant by the BRAC/FR sundown clause effective 31 Dec 14.
A26: 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.

Q27: Do members with a prefix or suffix on their DAFSC, still qualify for the IDT Travel Reimbursement?
A27: Yes. As long as the core five digit DAFSC (example: 3D0X1) is identified on the applicable listing the member qualifies for the entitlement.

Q28: Is the IDT Travel Reimbursement a FY or CY program?
A28: The IDT Travel Reimbursement program is a calendar year program beginning in January of each year and utilized the fiscal year Critical Skills AFSC Listing (CSL) through 2017. Beginning in CY2018, the IDT Travel Reimbursement program does not utilize the CSL, it is its own separate listing.

Q29: Are members authorized reimbursement for a rental car?
A29: No, a rental car is considered a special authorization and will not be reimbursed under this program.

SECTION 6

CY18 IDT Travel Reimbursement Listing

(Effective 1 Jan 18 to 31 Dec 18)

Definition: These 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.

NOTE: An asterisk (*) defines a DAFSC as location/unit specific, these asterisk identified DAFSCs are not eligible Command wide.

OFFICER

11B	11S	13B	17C	31P	46A
11F	12B	13D	17D	C32E	46F
11G	12F	13M	17S	35P*	48A
11H	12H	13S*	18A	38F	48G
11K	12M	14N	18R	43A	48R
11M	12R	15W*	21A	44F*	52R
11R	12S	16F	21R*	44K	65F

***DAFSC location/unit specific:**
13S - 9 COS, Vandenberg AFB
15W - 53 WRS, Keesler AFB
21R - APS & LRS at the following locations; 934th Minn-St Paul, 914th Niagara Falls, 913th Little Rock, 514th JB McGuire
35P - 4 CTCS, JB Charleston
44F - 9 COS, Vandenberg AFB

ENLISTED

1A0X1	1N1X1B	2A3X3	2T2X1*	3H0X1
1A1X1	1N2X1*	2A3X4	2W0X1	3N000*
1A2X1*	1N2X1A	2A3X5*	2W1X1	3N090*
1A3X1	1N2X1C	2A3X7	3A1X1*	3N0X2*
1A8X1	1N3X1	2A6X1*	3D0X1*	3N0X5*
1A8X2	1N4X1A	2A6X2*	3D0X2*	4A0X1*
1A9X1	1N4X1B	2A6X3	3D0X3	X4N0X1
1B4X1	1N7X1	2A6X4	3D1X2*	5R0X1
1C5X1	1P0X1	2A6X5	3E5X1	6F0X1
1C6X1*	1S0X1	2A7X5*	3E8XX	8B000
1N0X1	1T0X1	2A9X1*	3EX00	8F000
1N1X1*	1T2X1	2R1X1*	3EX9X	9E000
1N1X1A	2A2X2	2S0X1*	3F0X1*	9S100

***DAFSC Location/unit specific:**
1A2X1 - 920 OG, Patrick AFB
1C6X1 - 9 COS, Vandenberg AFB
1N1X1 - 9 COS, Vandenberg AFB
1N2X1 - 9 COS, Vandenberg AFB
2A3X5 - 477 FG, JB Elmendorf Richardson
2A6X1 - 489 BG, Dyess AFB
2A6X2 - 477 FG, JB Elmendorf Richardson
2A7X5 - 477 FG, JB Elmendorf Richardson
2A9X1 - 489 BG, Dyess AFB
2R1X1 - 489 BG, Dyess AFB
2S0X1 – LRS at the following locations; 482nd Homestead, 301st Ft Worth, 927th MacDill, 477th JB Elmendorf Richardson
2T2X1 - 27 APS, Minn St Paul
3A1X1 - 4 CTCS, JB Charleston
3D0X1 - 4 CTCS, JB Charleston
3D0X2 - 854 CBO Lackland AFB, 710 NOP Robins AFB
3D1X2 - 4 CTCS, JB Charleston
3F0X1 - 9 COS, Vandenberg AFB
3N000 - 4 CTCS, JB Charleston
3N090 - 4 CTCS, JB Charleston
3N0X2 - 4 CTCS, JB Charleston
3N0X5 - 4 CTCS, JB Charleston
4A0X1 - 9 COS, Vandenberg AFB

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