

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

1 January 2019



U.S. AIR FORCE

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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 determine 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7 Jan 11	Issued Revised Guide that superseded all previous Guides.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 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 Advised that all references to the governing legislation on this matter expiring 31 Dec 10 are for a point of historical reference and aren’t changed at this time, even though the legislation may be extended beyond the initial sunset date of 31 Dec 10.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, this list is a separate listing from the CSL. Mileage Rates updated.

1 Jan 19 Effective 1 Jan 19, eligible members may receive up to \$500 in IDT Travel reimbursement per round trip. This is an increase from \$300 that was previously authorized. Mileage Rates updated. Clarification: Members are authorized reimbursement for up to 12 round trips per calendar year. This is an annual limitation only. Reimbursement is authorized for multiple round trips in a given month.

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
SMSgt Kenneth Plummer, DSN 497-0285; 800-223-1784 ext. 497-0258

HQ AFRC/FM HQAFRC.FMPQ.TRAVEL@US.AF.MIL
Ms. Cindy Branham, DSN 497-1417; 800-223-1784 ext. 497-1417
Mr. Adam Hoque, DSN 497-1436; 800-223-1784 ext. 497-1436

Mileage Rates

“Other Mileage Rate” is used for IDT travel when a POV is used.

TDY Travel				PCS Travel (MALT Rate)		Other Mileage Rate	
Effective Date	Car	Motorcycle	Airplane	Effective Date	MALT Rate /POC	Effective Date	Other Mileage Rate
01 JAN 19	\$0.58	\$0.55	\$1.26	01 JAN 19	\$0.20 / Mile	01 JAN 19	\$0.20
01 JAN 18	\$0.545	\$0.515	\$1.21	01 JAN 18	\$0.18 / Mile	01 JAN 18	\$0.18
01 JAN 17	\$0.535	\$0.505	\$1.15	01 JAN 17	\$0.17 / Mile	01 JAN 17	\$0.17
01 JAN 16	\$0.54	\$0.51	\$1.17	01 JAN 16	\$0.19 / Mile	01 JAN 16	\$0.19
01 JAN 15	\$0.575	\$0.545	\$1.29	01 JAN 15	\$0.23 / Mile	01 JAN 15	\$0.23
01 JAN 14	\$0.56	\$0.53	\$1.31	01 JAN 14	\$0.235 / Mile	01 JAN 14	\$0.235
01 JAN 13	\$0.565	\$0.535	\$1.33	01 JAN 13	\$0.24 / Mile	01 JAN 13	\$0.24
17 APR 12	\$0.555	\$0.525	\$1.31	01 JAN 12	\$0.23 / Mile	17 APR 12	\$0.23
01 JAN 11	\$0.51	\$0.48	\$1.29	01 JUL 11	\$0.235 / Mile	01 JAN 11	\$0.19
01 JAN 10	\$0.50	\$0.47	\$1.29	01 JAN 11	\$0.19 / Mile	01 JAN 10	\$0.285
01 JAN 09	\$0.55	\$0.52	\$1.24	01 JAN 10	\$0.165 / Mile		
01 AUG 08	\$0.585	\$0.585	\$1.26	01 JAN 09	\$0.24 / Mile		
19 MAR 08	\$0.505	\$0.305	\$1.07	01 JUL 08	\$0.27 / Mile		
01 FEB 07	\$0.485	\$0.305	\$1.07	01 JAN 08	\$0.19 / Mile		
01 JAN 06	\$0.445	\$0.305	\$1.07	25 SEP 07	\$0.20 / Mile		
01 SEP 05	\$0.485	\$0.305	\$1.07				
04 FEB 05	\$0.405	\$0.305	\$1.07				
01 JAN 04	\$0.375	\$0.285	\$0.995				
01 JAN 03	\$0.36	\$0.275	\$0.955				
21 JAN 02	\$0.365	\$0.28	\$0.975				

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 19.

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 \$500.00 per IDT round trip travel. POC mileage will be paid according to the "Other Mileage" rate, 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 \$500 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 \$500.00.

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 \$500 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 “Other Mileage Rate”. 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: \$500.00

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 \$500.00.

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 \$500 limitation? If the room is \$50, does this mean (even though the member does not pay out of pocket) that is part of the \$500 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
CY19 IDT Travel Reimbursement Listing
 (Effective 1 Jan 19 to 31 Dec 19)

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	13D	41A
11F	13M	42E
11G	13S	42G
11H	14N	43A
11K	15W	44E
11M	16F	44F
11R	16P	44Y
11S	17D	45A
12B	17S	45B
12F	18A	45S
12H	18R	46F
12M	31P	48R
12R	32E3G	52R
12S	32E3H	65F
13B	35P*	

***DAFSC location/unit specific:**

35P – 4 CTCS Charleston

ENLISTED

1A0X1	1N290	2A5X4	3D1X2*	3F5X1*
1A1X1	1N2X1A	2A6X4	3E000	3N000*
1A2X1	1N2X1C	2A7X3	3E090	3N090*
1A3X1	1N3X1	2A7X5	3E291	3N0X2*
1A8X1	1N490	2A9X1	3E490	3N0X5*
1A8X2	1N4X1A	2A9X2	3E5X1	5R0X1
1A9X1	1N4X1B	2F0X1*	3E6X1	6F0X1
1B4X1	1N7X1	2G0X1*	3E700	8F000
1C5X1	1P0X1	2R0X1	3E791	9E000
1C6X1	1T0X1	2R1X1	3E800	9S100
1N000	1T2X1	2T2X1*	3E8X1	X4N0X1
1N0X1	2A3X4	2T3X1*	3E991	
1N191	2A3X5	3D0X1*	3F0X1*	
1N1X1A	2A3X7	3D0X2*	3F1X1*	
1N1X1B	2A5X1	3D0X3	3F4X1*	

***DAFSC Location/unit specific:**

- 2F0X1-439 LRS Westover
- 2G0X1-439 LRS Westover and 934 LRS Minn
- 2T2X1-27 APS Minn and 58 APS Westover
- 2T3X1-567 RHS SJ and 556 RHS Hurlburt
- 3D0X1-4 CTCS Charleston
- 3D0X2-710 NOS Robins
- 3D1X2-4 CTCS Charleston
- 3F0X1-610 CACS DM
- 3F1X1-477 FG JBER AK
- 3F4X1-477 FG JBER AK
- 3F5X1-4 CTCS Charleston and 477 FG JBER AK
- 3N000-4CTCS Charleston
- 3N090-4CTCS Charleston
- 3N0X2-4 CTCS Charleston
- 3N0X5-4 CTCS Charleston



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