



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY CADET COMMAND AND FORT KNOX
1ST CAVALRY REGIMENT ROAD
FORT KNOX, KENTUCKY 40121-5123

MAY 07 2012

IMSE-KNX-HRA

MEMORANDUM FOR All Personnel, Tenant Organizations, and Training Units Located on or Assigned to Fort Knox, Kentucky 40121

SUBJECT: Policy Letter 9 – Local Commuting Area

1. REFERENCES.

a. Department of the Army Personnel Planning Guidance (PPG) for Contingency Operations in Support of GWOT, updated 1 July 2009.

b. ALARACT 053/2008 Authority for Issuing Temporary Change of Station (TCS)/ Temporary Duty (TDY) Orders beyond 180 Days ISO Contingency Operations, 041902zMAR08.

c. Joint Federal Travel Regulation.

2. PURPOSE. The purpose of this policy is to define the local commuting area and to clarify lodging and meal entitlements for personnel mobilized to duty at Fort Knox.

3. APPLICABILITY. This policy applies to all personnel assigned to Fort Knox.

4. LOCAL COMMUTING AREA.

a. The Joint Federal Travel Regulation (JFTR), Chapter 3, Part F, paragraph U3500, dated 1 February 2010, states: "If several DOD components are present, the Senior Commander establishes the local area for all DOD personnel. An arbitrary distance radius must not be established in setting up the local commuting area of permanent or TDY station." Thus, though the use of a 50-mile radius has been commonly accepted in the past, using this arbitrary radius is no longer permissible.

b. The establishment of the local commuting area has no bearing on orders or entitlements for personnel who are assigned or attached to Fort Knox on Permanent Change of Station (PCS) orders. Soldiers on Permanent Change of Station (PCS) orders to Fort Knox are not entitled to receive per diem for lodging or reimbursement for mileage, except as entitled during transition to or from the permanent duty station. Commuting to and from work is a personal expense in accordance with statutes set by the Internal Revenue Service (IRS). All commanders, personnel and finance offices are charged to ensure personnel assigned or attached to Fort Knox on PCS orders are receiving the correct entitlements.

IMSE-KNX-HRA

SUBJECT: Policy Letter 9 – Local Commuting Area

c. Soldiers and Civilians on TCS or TDY orders whose permanent residence is within the local commuting area are not entitled to per diem. These Soldiers are entitled to full Basic Allowance for Housing (BAH) and Basic Allowance for Subsistence (BAS). Mileage reimbursement is not authorized for mileage traveled between the residence and work. Personnel should consult the JFTR for policies on claiming in and around mileage to/from alternate work sites for the duration of the TDY or TCS period.

d. Soldiers who have volunteered to accept a PCS to continue service in an enduring position as described in ALARACT 053/2008 are not authorized per diem during the PCS period. Per the PPG, dated 1 July 2009, Chapter 8, paragraph 8-3.a., "RC Soldiers called to duty in support of a contingency operation are entitled to BAH based on their primary residence, IAW Chapter 10 of the Joint Federal Travel Regulation (JFTR). RC Soldiers whose residence changes while on active duty will continue to receive BAH and per diem entitlements (if applicable) based on their primary residence at the time of call to active duty."

e. Personnel who perform TDY within the local commuting area, but outside of the Permanent Duty Station (PDS) limits, are not authorized per diem, unless overnight lodging is required (JFTR, Change 291, 1 March 2011, paragraph U4102.E).

f. Personnel are not authorized per diem for TDY that is performed entirely within 12 hours. Occasional meals may be reimbursed in accordance with paragraph U4510 when the member is required to procure a meal(s) at personal expense outside the PDS limits (JFTR, Change 291, 1 March 2011, paragraph U4102.F).

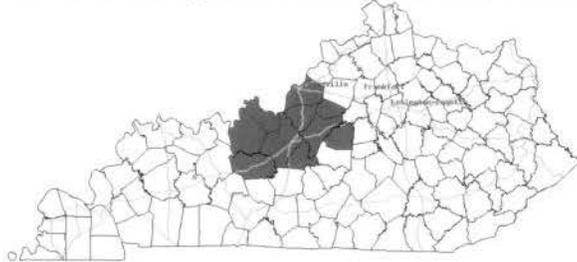
g. The local commuting area for Fort Knox includes:

(1) The following cities and all points in between, listed with estimated commute times:

Radcliff, KY	5 minutes
Muldraugh, KY	10 minutes
Vine Grove, KY	13 minutes
Rineyville, KY	22 minutes
Elizabethtown, KY	23 minutes
Irvington, KY	25 minutes
Brandenburg, KY	30 minutes
Cecilia, KY	31 minutes
Shepherdsville, KY	42 minutes
Hodgenville, KY	43 minutes
Louisville, KY	45 minutes
Bardstown, KY	50 minutes

IMSE-KNX-HRA
SUBJECT: Policy Letter 9 – Local Commuting Area

(2) The following counties in Kentucky: Meade, Breckinridge, Grayson, Hardin, Larue, Washington, Bullitt, Nelson, Spencer and Jefferson Counties.



(3) The following counties in Indiana: Harrison, Floyd and Clark Counties.



5. PROPONENT. The Office of the Garrison Commander is the proponent for this policy at 502.624.2749.

A handwritten signature in black ink, appearing to read "Jeffrey A. Smith".

JEFFREY A. SMITH
Major General, USA
Commanding