



STATE OF VERMONT
OFFICE OF THE ADJUTANT GENERAL
789 Vermont National Guard Road
Colchester, Vermont 05446-3099

NGVT-PFO (100)

26 January 2021

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Memorandum J2021-04 - Vermont National Guard (NGVT) Local Commuting Distance

1. REFERENCE. The Joint Travel Regulation (JTR), dated 01 December 2020.
2. PURPOSE. This policy clarifies:
 - a. The definition of "NGVT Local Commuting Area" in which members of the Vermont National Guard travel.
 - b. The definition of "NGVT Local Commuting Area" for personnel conducting official business at NGVT permanent or temporary duty stations.
 - c. When transportation expenses may be authorized or approved for local travel without the issuance of a travel order.
 - d. When Permanent Change of Station (PCS) and Household Goods (HHG) transportation entitlements are not authorized for full-Time NGVT personnel.
3. APPLICABILITY. This policy applies to all personnel assigned to the Vermont National Guard regardless of duty status.
4. LOCAL COMMUTING AREA.
 - a. The "local area" is defined as the area within the Permanent Duty Station (PDS) limits and the metropolitan area around the PDS served by the local public transit systems; the local commuting area as determined by the Authorizing Official or local Service or DoD Agency; and the separate cities, towns, or installations among which the public commutes

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on a daily basis. An arbitrary distance radius must not be defined for the local commuting area."

b. NGVT personnel on Temporary Duty (TDY) orders whose permanent residence is within the local commuting area are not entitled to per diem. These Service Members may be entitled to Basic Allowance for Housing (BAH) and Basic Allowance for Subsistence (BAS) when applicable based upon the length and type of the order.

c. NGVT personnel who perform TDY within the local commuting area, but outside their Permanent Duty Station (PDS) are not entitled per diem, unless overnight lodging is required and government meals (rations) are not available.

d. NGVT full-time personnel are not entitled to PCS or HHG transportation authorizations when transferred between PDS located in the local commuting area in subparagraph g (below). All local PCS orders will default to a "low-cost no-cost" move. PCS order full-time personnel are managed by the AGR Office (NGVT-HRO-AGR).

e. NGVT personnel are not authorized local mileage reimbursement and will utilize GSA or Military vehicles when reporting to alternate duty sites within the local commuting area. If GSA or Military vehicles are not available, reimbursement may be authorized with a Statement of non-availability from the Director of Logistics/J4 Office (NGVT-LOG-CM).

f. NGVT full-time personnel are authorized local mileage reimbursement (1 round trip) between their residence and place ordered to active duty when the member commutes using their privately owned vehicle (POV) in the following duty status':

(1) Active Duty or Training (ADT)

(2) Active Duty or Operational Support (ADOS)

(3) Annual Training (AT) (Only 1 round trip is authorized per 15-days of AT)

g. The local commuting area is defined as the lesser of one hour commute time or under 50 miles using the most direct route and posted speed limits to/from the PDS/TDY location. Use of a standard mapping software, ie: Google Maps or Mapquest, will be used to determine the most direct route.

5. EFFECTIVE DATE.

a. Effective date of this policy 1 February 2021.

b. Must be reissued, canceled, or certified current within 5 years of its publication no later than 1 February 2026 in accordance with DoD instruction 5025.01.

6. PROPONENT. The United States Property and Fiscal Office for Vermont is the proponent for this policy. Questions regarding this policy can be directed to the Deputy USPFO LTC Robert Beaudry, 802-338-3182 or robert.j.beaudry2.mil@mail.mil.

DISTRIBUTION

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