

**BY ORDER OF THE COMMANDER  
HURLBURT FIELD AIR FORCE BASE**

**HURLBURT FIELD INSTRUCTION 65-101**

**14 JUNE 2012**

*Incorporating through Change 2, 26 February 2014*



***Financial Management***

***USE OF PRIVATELY-OWNED  
CONVEYANCE FOR OFFICIAL BUSINESS***

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**ACCESSIBILITY:** Publication is available on the e-Publishing website at [www.e-publishing.af.mil](http://www.e-publishing.af.mil) for downloading.

**RELEASABILITY:** There are no releasability restrictions on this publication.

---

OPR: 1 SOCPTS/FMF

Certified by: 1 SOCPTS/CC  
(LtCol Deron L. Mirro)

Supersedes: HURLBURTFIELDI65-101,  
7 October 2008

Pages: 4

---

This instruction implements Air Force Policy Directive (AFPD) 65-1, *Management of Financial Services*. It established procedures for the use of privately owned conveyances (POCs) within the prescribed permissible operating distance (POD) of Hurlburt Field on a reimbursable basis. It applies to all units and partner units' personnel serviced by the Hurlburt Field Financial Services Office, Customer Support (1 SOCPTS/FMFS). This instruction applies to Air Force Reserve units (AFR) serviced by Hurlburt Field AFB and does not apply to Air National Guard (ANG) units. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF 847, Recommendation for Change of Publication; route AF Form 847s from the field through the appropriate functional's chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363; Management of Records, and disposed of in accordance with Air Force Records Information Management Systems (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. See **Attachment 1** for a Glossary of References and Supporting Information.

***SUMMARY OF CHANGES***

This interim change expands the definition of "local area" for reservist travel in paragraph 5.1.1 to include the cities of Milton, FL and Crestview, FL. It also exchanges the term "local area" for "corporate area" to be aligned with the verbiage of the JFTR governing regulation. It also delineates and defines "commuting area" as required by the JFTR. Minor changes were made to

paragraph 5.1.4 to reflect the aforementioned changes. A margin bar indicates newly revised material.

### **1. POLICY FOR POC USAGE.**

1.1. The Hurlburt Field POD consists of the Northwest Florida counties of Bay, Escambia, Okaloosa, Santa Rosa, and Walton only. Official travel outside of the Hurlburt Field POD will normally require temporary duty orders.

1.2. When available, US government transportation will be used for travel within the POD. Travelers will request US government transportation from the Transportation Vehicle Operations Section (1 SOLRS/LGRD). When US government transportation is not available and when it is otherwise more advantageous to the US government, the use of POCs may be authorized on a reimbursable basis. 1 SOLRS/LGRD will issue a certificate of non-availability prior to authorization for use of privately owned vehicle. This certificate will be submitted as an attachment to SF 1164 to support any payments for vicinity travel.

1.3. POC reimbursement rates are contained in the JFTR.

1.4. When two or more persons travel together on the same trip and in the same POC, reimbursement will be made only to the owner of the vehicle

**2. VICINITY TRAVEL STATUS.** A person is in vicinity travel status when directed to perform duty necessary to conduct US government business within the POD of Hurlburt Field for which official travel orders are usually not written. Official travel performed to any organization, auxiliary field, range, or site within the POD is accomplished in a vicinity travel status. Travelers will request US government transportation from the 1 SOLRS/LGRD. 823 Red Horse Squadron (RHS) personnel will coordinate requests with their Vehicle Operation Section (823 RHS/DOPV).

### **3. RESTRICTIONS.**

3.1. Payment is not normally authorized for travel between home and place of duty. However, reimbursement of official travel originating and ending at the claimant's home is authorized when it is not necessary for them to begin or end travel at their duty station. Reimbursement will not exceed the cost had travel begun or ended at the traveler's place of normal duty.

3.2. Personnel proceeding to locations within the POD will not normally be placed on orders.

3.3. All claims for vicinity travel will have the following statement typed on the claim:

3.3.1. "I certify that official travel was performed by POC of which I was in fact the owner/operator, and my claim does not include mileage between place of duty and place where meals were taken."

**4. APPROVING AUTHORITIES.** Approving authorities will be the same as those listed in AFI 65-103, AFSOC Supplement 1, paragraph 1.2.5.

### **5. RESERVISTS.**

5.1. Enumerates additional roles (MPA, RPA and Annual Tour Support) reservists perform to Hurlburt Field. It now reads "The following definitions are provided for clarification of

travel pay authorized for a reservist performing MPA, RPA and Annual Tour support to Hurlburt Field.”

5.1.1. A reservist is considered residing within the “CORPORATE AREA” if they reside within the boundaries established by the following zip codes: 32439, 32459, 32530, 32536, 32537, 32539, 32540, 32541, 32542, 32544, 32547, 32548, 32549, 32550, 32561, 32562, 32563, 32564, 32656, 32566, 32567, 32569, 32578, 32579, 32580, 32583, and 32588. Under this provision, a reservist is NOT entitled to any type of travel pay or per diem.

5.1.2. A reservist is considered to be residing within the “COMMUTING AREA” if they reside within the boundaries established by the following zip codes: 32407, 32413, 32422, 32427, 32433, 32434, 32435, 32437, 32455, 32461, 32462, 32501, 32502, 32503, 32504, 32505, 32506, 32507, 32508, 32509, 32511, 32514, 32526, 32531, 32533, 32534, 32538, 32564, 32565, 32567, 32570, 32571, 32572, 32577, 32583, 36340, 36344, 36427, 36441, 36442, 36502, 36503, and 36504. Under this provision, a reservist is entitled ONLY to reimbursement for mileage at the current rate and meals in accordance with JFTR U7150, section B, paragraph 3 (if applicable).

5.1.3. Any reservist residing outside the above-defined local area is entitled to receive travel pay and per diem while performing manning assistance to Hurlburt Field. All travel pay and per diem are provided by the unit requesting the support and funded through their O&M funds.

5.1.4. Any reservist residing outside both of the above-defined corporate and commuting areas is entitled to receive travel pay and per diem while performing manning assistance to Hurlburt Field. All travel pay and per diem are provided by the unit requesting the support and funded through their O&M funds.

JAMES C. SLIFE, Colonel, USAF  
Commander

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 65-103, *Temporary Duty Orders*, 5 August 2005

AFPD 65-1, *Management of Financial Services*, 1 July 1996

JFTR, *Joint Federal Travel Regulation*

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*

Standard Form 1164, *Claim for Reimbursement for Expenditures on Official Business*

***Prescribed Forms***

None.

***Abbreviations and Acronyms***

**AFRIMS**—Air Force Records Information Management Systems

**MPA**—Military Personnel Appropriation

**POC**—Privately Owned Conveyances

**POD**—Permissible Operating Distance

**RDS**—Records Disposition Schedule