

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

HURLBURTFIELD INSTRUCTION 65-101

19 MAY 2017



Financial Management

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

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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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/FMF). This instruction applies to Air Force Reserve units (AFR) serviced by Hurlburt Field 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). Failure to observe the prohibitions and mandatory provisions in this HFI by military members is a violation of Article 92 of the UCMJ. This HFI is subject to the Privacy Act of 1974, and is subject to FOIA requirements, and the Paperwork Reduction Act of 1995. Refer to AFI 33-360 Table 1.1 for Tier Waiver Authorities

SUMMARY OF CHANGES

This publication has been revised to reflect the entitlements for Reservists inside and outside the local area. This publication has been updated to reflect the new travel guidance, Joint Travel Regulation (JTR) effective 1 October 2014, which replaced the Joint Federal Travel Regulation

(JFTR). Additionally, some zip codes have been re-designated or removed in regard to corporate and commuting areas.

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 JTR.

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, paragraph 1.2.4 and 1.2.5.

5. RESERVISTS. IAW JTR, **Chapter 2**, Part L, Section 2800, para B, the local area is, "within the PDS/TDY limits and the metropolitan area around the PDS/TDY area served by local public transit systems; within a local commuting area of the PDS/TDY station determined by the AO/local Service/DoD Agency in a written directive; or separate cities, towns, or installations

adjacent/close to each other, between which the commuting public travels during normal business hours on a daily basis”.

5.1. The following definitions are provided for clarification of travel pay authorized for RC members performing support to Hurlburt Field (reference JTR, [Chapter 7](#), Part K, Section 7355, para B).

5.1.1. Reservists residing within the CORPORATE AREA are not entitled to any type of travel or transportation allowance. Reservists performing tours of duty at Hurlburt Field are considered to be residing within the CORPORATE AREA if they reside within any of the following zip codes:

32536, 32537, 32539, 32540, 32541, 32542, 32544, 32547, 32548, 32549, 32550, 32561, 32562, 32563, 32564, 32566, 32569, 32578, 32579, 32580, 32583, 32588, 32434, 32439

5.1.2. Reservists residing within the COMMUTING AREA are entitled to the current mileage rate for one round-trip to and from their residence and duty station. No other type of travel or transportation allowance is authorized. Reservists performing tours of duty at Hurlburt Field are considered to be residing within the COMMUTING AREA if they reside within any of the following zip codes:

32433, 32435, 32461, 32501, 32502, 32503, 32504, 32505, 32511, 32514, 32531, 32533, 32534, 32538, 32567, 32570, 32571, 32572, 32459, 32530, 32422, 32577

5.1.3. Reservists residing within neither the CORPORATE nor the COMMUTING areas are entitled to travel and transportation allowances while performing tours of duty other than Unit Training Assemblies at Hurlburt Field.

THOMAS B. PALENSKE, Colonel, USAF
Commander

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

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

AFMAN 33-363, *Management of Records*, 01 March 2008

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

Joint Travel Regulations (JTR), 1 October 2014

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Optional 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

RC—Reserve Component

RDS—Records Disposition Schedule