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CHAPTER 12. EXPENSES FOR THREATENED LAW
ENFORCEMENT/INVESTIGATIVE EMPLOYEES

- 12-0101. AUTHORITY. Subsistence and certain transportation expenses may be authorized or approved for threatened eligible individuals whose lives are placed in jeopardy as a result of the employee's assigned duties and who, as a protective measure, are moved to temporary living accommodations at or away from the official station within or outside the continental United States (CONUS).
- 12-0102. DELEGATION OF AUTHORITY. The authority to authorize or approve payment of subsistence and transportation expenses under this chapter will not be redelegated below the Associate Administrator or Regional Director/Administrator or District Commander levels. Within the Office of the Secretary, only officials at or above the Departmental Officer or the Deputy Assistant Secretary levels may exercise this authority.
- 12-0103. ELIGIBLE INDIVIDUALS. Employees who specifically serve in a law enforcement, investigative, or similar capacity, or other Federal employees detailed into these capacities for specific law enforcement/investigational purposes, are eligible for the allowances covered by this chapter. (The employing agency will be deemed to be the one to which the employee was assigned at the time of the threat.) Members of these employees' immediate families also are eligible.
- 12-0104. PROCEDURES FOR EVALUATING RISK TO THREATENED INDIVIDUALS. When a situation occurs that appears to be life-threatening, the Department's first responsibility is to take any appropriate action necessary, including removal from the home, to protect the eligible individual(s). The Criminal Division of the Department of Justice (DOJ) may be asked to assist in determining the degree and seriousness of the threat. The approving official, however, ultimately is responsible for deciding in each individual case, based on an assessment of the situation (and the advice of the DOJ, if requested and furnished), whether protective action should be initiated, or continued if already undertaken, and the amount of subsistence and transportation expenses that will be approved. At 30-day intervals, the approving official will reevaluate the situation and decide whether any further extension of the time period is appropriate.
- 12-0105. LIMITS ON DURATION OF TEMPORARY LIVING ACCOMMODATIONS. Subsistence payments may begin as soon as it is determined that the provisions of this chapter should be invoked in a particular situation. Normally, subsistence payments may be allowed for a period of no more than 60 days; the approving official may, however, approve extensions of the time

period. If the threatened individuals are directed to move immediately into temporary accommodations while an assessment is made of the degree and seriousness of the threat, subsistence payments for this period may be allowed, even when it is ultimately determined that the threat is not serious or no longer exists and it is decided to return the individuals to their home. When necessary occupancy of temporary living accommodations is expected to exceed 120 days, the approving official should consider whether permanently relocating the employee would be advantageous given the specific nature of the threat, the continued disruption of the family, and the alternative costs of a change of official station.

12-0106. LOCATION OF TEMPORARY LIVING ACCOMMODATIONS. The temporary living accommodations may be located in the vicinity of the employee's official station or at an alternate location away from the official station as circumstances warrant. When justified, the employee and immediate family members may occupy temporary living accommodations at different locations. The approving official will designate the appropriate locations.

12-0107. EXPENSES COVERED. Payments under this authority are intended to cover only reasonable and necessary subsistence expenses actually incurred incident to the occupancy of temporary living accommodations. Subsistence payments under this chapter generally will be limited to the cost of lodgings. However, certain expenses for meals, laundry, and cleaning of clothing may be allowed as provided below.

12-0108. LODGING COSTS.

a. Allowable Costs for Daily Rentals. The same costs allowed for lodging facilities obtained in connection with temporary duty travel may be allowed for temporary living accommodations under this chapter.

b. Allowable Types of Costs for Other-Than-Daily Rentals. When an eligible individual rents lodgings on an other-than-daily basis for temporary occupancy under this chapter, the allowable costs shall be converted to a daily basis using the general guidelines which apply to lodgings obtained in connection with temporary duty travel.

12-0109. DETERMINING OTHER ALLOWABLE EXPENSES. Costs of food, laundry, and cleaning of clothing are expenses incurred in day-to-day living. Such expenses should be considered the responsibility of the employee and normally will not be reimbursed. However, if temporary living accommodations do not contain cooking and/or laundry facilities, or other

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extenuating circumstances are present, certain of these expenses may be allowed to the extent determined appropriate by the approving official.

12-0110. MAXIMUM ALLOWABLE AMOUNT.

- a. Method of Computation. The actual amount of allowable expenses incurred in each 30-day period (or fraction thereof) may be approved up to a maximum amount based on the daily limitations calculated under b, below, multiplied by 30 (or the actual number of days used if fewer than 30). The daily actual subsistence expenses required to be itemized will be totaled for each 30-day period (or fraction thereof) and compared with the maximum allowable for the particular period.
- b. Daily Limitations. The maximum amount of subsistence payments for each 30-day period (or fraction thereof) will be based on daily limitations calculated as provided below. If subsistence payments are authorized only for lodging costs, the daily limitations will be reduced appropriately.
 - (1) For the employee, or for the unaccompanied spouse (one who necessarily occupies temporary accommodations without the employee or in a location separate from the employee), the daily limitation will be an amount prescribed by the agency that will not exceed the applicable maximum per diem rate for the location of the temporary living accommodations.
 - (2) For the spouse accompanied by the employee, the daily limitation will not exceed three-fourths of the employee's daily limitation.
 - (3) For each other member of the employee's immediate family who is 12 years of age or older, the daily limitation will not exceed three-fourths of the daily limitation established for the employee or the unaccompanied spouse, as appropriate.
 - (4) For each member of the employee's immediate family who is under 12 years of age, the daily limitation will not exceed one-half of the daily limitation established above for the employee or the unaccompanied spouse, as appropriate.

- (5) For each member of the immediate family who necessarily occupies temporary living accommodations without, or at a location separate from, either the employee or the spouse, the approving official may, when the limitations stated in (3) and (4), above, are inadequate, establish an appropriate higher daily limitation, that is within the limitation prescribed in (1), above.

- 12-0111. ITEMIZATION AND RECEIPTS. The actual expenses will be itemized to permit a review of the amounts spent daily for (1) lodging, (2) meals, and (3) other allowable items of subsistence expenses. Receipts will be required for lodging and for any other allowable expenses.
- 12-0112. TRANSPORTATION TO AND FROM A LOCATION AWAY FROM THE EMPLOYEE'S DESIGNATED POST OF DUTY. The approving official may approve the payment of transportation expenses when a situation requires the employee and/or members of the immediate family to be temporarily relocated to a place away from the employee's designated post of duty.
- 12-0113. AUTHORIZATION AND PAYMENT OF CLAIMS. Due to the unique nature of the situations covered under this chapter, the issuance of authorizations and payment of claims must be handled under specific procedures which ensure timely action while fully guaranteeing the security of the information involved and the privacy of the associated individuals.
- 12-0114. ADVANCE OF FUNDS. Funds may be advanced for subsistence and transportation expenses covered under this chapter. The advance of funds will be at intervals prescribed by the agency but for no more than a 30-day period at a time. The advance procedures in chapter 6 of this Manual will apply.

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WA APPENDIX 1. TRAVEL AND IMPREST FUND SERVICES1. GELCO TRAVEL SERVICES CENTERS.

a. The DOT Gelco Travel Services centers are managed and operated by Gelco employees. Reservations are made by telephone to the central Gelco Travel Services office. Gelco provides domestic and international ticketing and boarding pass services to DOT employees in the Washington Metropolitan area. When making a reservation, the name, accounting classification, and destination of the traveler must be provided. Generally, tickets will be available for pickup at the time specified when placing the reservation. A copy of the travel order will be required at the time tickets are picked up. In addition, reservations on AMTRAK and other rail travel and discount and group fare information are provided by Gelco Travel Services. Travelers should be aware that additional cost resulting from their deviating from direct routing or from their not accepting the lowest available fare must be paid directly to Gelco.

b. Location of Gelco Travel Services.

- (1) Gelco Travel Services central office is located in Rockville, Maryland. The telephone number is 251-9287 for domestic travel, 294-9100 for main and leisure travel, and 279-7901 for international travel.
- (2) FOB 10A Gelco is located in room 536-A. The telephone number is 554-1740.
- (3) DOT headquarters building is located in room 3248. The telephone number is 554-1716.
- (4) Coast Guard headquarters building Gelco is located in room 3602. The telephone number is 554-1721.

2. OTHER TRAVEL AND IMPREST FUND SERVICES. Imprest Fund, M-863.2, provides imprest fund services in FOB 10A, DOT headquarters building, and Coast Guard headquarters building.

3. PASSPORTS AND VISAS. Official passports and visas may be obtained in the DOT headquarters building from Personnel/Information Security Section, M-441.1, which will act as liaison with the Department of State and foreign embassies to ensure that proper documentation is provided to obtain the required travel documents. One to two weeks are required to process a passport and two to three days for each visa needed for the trip. A file for passports and visas will be maintained by M-441.1.

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4. SAFEGUARD AND CONTROL OF TICKETS. Persons receiving tickets from Gelco will be required to acknowledge receipt of the tickets by signature and must identify themselves by presentation of official DOT identification card, Form DOT F 1600.1.3.
5. TRANSPORTATION REQUESTS. Blank Government Transportation Requests (GTR's) will be issued by the Accounting Operations Division, AAA-200, to the traveler under special circumstances, as required. Employees will be held personally accountable for safekeeping and use of GTR's issued to them.