



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

REPLY TO  
ATTENTION OF

ATCC-ZA

OCT 19 2016

**MEMORANDUM FOR**

Commanders, Fort Knox Partners in Excellence  
Commanders, All Units Reporting Directly to this Headquarters  
Deputy Chiefs of General Staff and Chiefs of Special Staff Offices, HQ USACC

**SUBJECT:** Policy Letter 16 – Fort Knox Local Commuting Area

1. Reference. Joint Federal Travel Regulation, 1 July 2016.
2. Purpose. The purpose of this policy is to define the local commuting area and to clarify lodging and meal entitlements for personnel in a Temporary Duty (TDY) or Temporary Change of Station (TCS) status with duty at Fort Knox.
3. Applicability. This policy applies to all personnel assigned, attached, or with duty at Fort Knox.
4. Local Commuting Area.
  - a. As required by Joint Travel Regulation (JTR), chapter 2, part L, paragraph 2800, subparagraph B, dated 1 July 2016, the Senior Commander must establish the local area for all DoD personnel, even if the personnel are from more than one command, unit, installation, or Agency, in a written directive. The local area is considered to encompass the separate cities, towns, or installations that are adjacent and/or close to each other, between which the commuting public travels during normal business hours on a daily basis.
  - b. 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 JTR for policies on claiming in and around mileage to/from alternate work sites for the duration of the TDY or TCS period.
  - c. 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

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minutes), Brandenburg, KY (30 minutes), Cecilia, KY (31 minutes), Shepherdsville, KY (42 minutes), Hodgenville, KY (43 minutes), Louisville, KY (45 minutes), and Bardstown, KY (50 minutes).

(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. The proponent for this policy is the Garrison Commander, Fort Knox, KY at 502-624-2749.



CHRISTOPHER P. HUGHES  
Major General, USA  
Commanding