



**PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE**

4800 Mark Center Drive, Suite 04J2501

Alexandria, VA 22350-9000

[www.defensetravel.dod.mil](http://www.defensetravel.dod.mil)

PDTATAC/hm

8 February 2012

MEMORANDUM FOR      SEE DISTRIBUTION

SUBJECT:                      CTD for CAP 47-12(I) -- Army CAP Address Changes

1. **SYNOPSIS:** Updates Army CAP address and location due to BRAC relocation to Fort Belvoir, VA completed February 2012. Refer to [PDTATAC website](http://www.defensetravel.dod.mil) for the new phone and fax numbers.
2. The attached revision is forwarded for information purposes only. No coordination or comments are required.
3. This revision was initiated by Army.
4. These changes are scheduled to appear in JTR change 558, dated 1 April 2012.
5. Revisions in this information item are *effective 6 February 2012*.

*//approved//*

**W. B. TIRRELL, SR.**

Chief, Policy and Regulations Branch

Attachment:

Rev 1

**Civilian E-Mail Distribution:**

CAP Members    T&T Branch    PMO-DTS    GSA-3FT    GSA-OGP(MTT)    DTMO    CBCA Judges

## **JTR REVISIONS**

### **INTRODUCTION TO JOINT TRAVEL REGULATIONS, (JTR) DEPARTMENT OF DEFENSE CIVILIAN PERSONNEL**

#### **FOREWORD**

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#### **PURPOSE AND AUTHORITY**

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#### **CLAIMS AND ADVANCE DECISIONS**

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#### **PARAGRAPH NUMBERING SYSTEM**

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#### **CHANGES**

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#### **FEEDBACK REPORTING**

JTR change recommendations should contain an explanation of, and rationale for, the proposed change. When the proposal relates to an actual situation, the details should be included. Submit feedback reports concerning inadequate per diem rates IAW par. C4551.

- \*1. Army - Army Civilian Advisory Panel Member, Department of the Army, Office of the Assistant G-1 for Civilian Personnel, ATTN: DAPE-CPP-BA, 6010 6<sup>th</sup> Street, Mail Stop 5595, Fort Belvoir, VA 22060.
2. Navy - Navy Civilian Advisory Panel Member, Office of Civilian Human Resources, Workforce Relations and Compensation Division (012), 614 Sicard Street SE, Suite 100, Washington Navy Yard, Washington, DC 20374-5072.
3. Marine Corps - Marine Corps Civilian Advisory Panel Member, Headquarters U.S. Marine Corps, Manpower and Reserve Affairs (MPC-10), 3280 Russell Road, Quantico, VA 22134-5103.
4. Air Force - Air Force Civilian Advisory Panel Member, HQ AF/A1PA, 1500 W. Perimeter Rd, Suite 4790, Joint Base Andrews NAF Washington, MD 20762-6604.
5. OSD/WHS/Defense Agencies - DoD Civilian Personnel Management Service, Field Advisory Service, Attn: Civilian Advisory Panel Member, 1400 Key Boulevard, Arlington, VA 22209-5144.

#### **HOW TO GET THE JTR**

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#### **HOW TO OBTAIN LOCALITY PER DIEM RATES**

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**Par. C4550-E1:**

A. \*\*\*\*\*

B. \*\*\*\*\*

C. \*\*\*\*\*

*Effective 23 November 2011*

D. \*\*\*\*\*

\*E. Offices Designated to Receive Reduced Per Diem Requests. AOs should send requests for zero or reduced per diem rates to the offices listed in pars. C4550-E1 through E4:

\*1. Army: Army Civilian Advisory Panel Member, Department of the Army, Office of the Assistant G-1 for Civilian Personnel, ATTN: DAPE-CPP-BA, 6010 6<sup>th</sup> Street, Building 1465, Mail Stop 5595, Fort Belvoir, VA 22060;

2. Navy and Marine Corps: Office of Civilian Human Resources, Workforce Relations and Compensation Division (012), 614 Sicard Street SE, Suite 100, Washington Navy Yard, Washington, DC 20374-5072;

3. Air Force: HQ USAF/A1PA, 1500 W. Perimeter Road, Suite 4790, Joint Base Andrews NAF Washington, MD 20762-6604;

4. OSD/WHS/Defense Agencies: DoD Civilian Personnel Management Service, Field Advisory Service, Attn: Civilian Advisory Panel Member, 1400 Key Boulevard, Arlington, VA 22209-5144.

F. \*\*\*\*\*

**Par. C4551-A1:**

A. General. When a traveler, command, or AO thinks that the lodging and/or meal expenses for an area are inconsistent with the prescribed per diem rate, a letter identifying the location and nature of the problem should be sent to the appropriate activity listed in par. C4551-B via (1) the appropriate Service/AGENCY channels and (2) the applicable department/office listed below:

\*1. Army - Army Civilian Advisory Panel Member, Department of the Army, Office of the Assistant G-1 for Civilian Personnel, ATTN: DAPE-CPP-BA, 6010 6<sup>th</sup> Street, Building 1465, Mail Stop 5595, Fort Belvoir, VA 22060.

2. Navy - Navy Civilian Advisory Panel Member, Office of Civilian Human Resources, Workforce Relations and Compensation Division (012), 614 Sicard Street SE, Suite 100, Washington Navy Yard, Washington, DC 20374-5072.

3. Marine Corps - Marine Corps Civilian Advisory Panel Member, Headquarters U.S. Marine Corps, Manpower and Reserve Affairs (MPC-10), 3280 Russell Road, Quantico, VA 22134-5103.

4. Air Force - Air Force Civilian Advisory Panel Member, HQ AF/A1PA, 1500 W. Perimeter Road, Suite 4790, Joint Base Andrews NAF Washington, MD 20762-6604.

5. OSD/WHS/Defense Agencies - DoD Civilian Personnel Management Service, Field Advisory Service, Attn: Civilian Advisory Panel Member, 1400 Key Boulevard, Arlington, VA 22209-5144.

**NOTE:** See Ch 4, Part C to cover one-time necessary expenses in excess of the prescribed per diem rate.

B. \*\*\*\*\*