



**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/dlw

25 July 2016

MEMORANDUM FOR           SEE DISTRIBUTION

SUBJECT:                     UTD for MAP 103-16(I) – Remove Outdated Information

1. **SYNOPSIS:** The Defense Message System (DMS) is an outdated form of communication that is no longer used by DTMO. This item removes message address from JTR, Appendix N, Part 1, par. D.
2. The attached revision is forwarded for information purposes only. No coordination or comments are required.
3. This revision was initiated by the Staff.
4. These changes are scheduled to appear in the JTR, dated 1 September 2016.
5. This determination is effective when printed in the JTR.
6. Action Officer: Debbie Wells ([debbie.l.wells.civ@mail.mil](mailto:debbie.l.wells.civ@mail.mil)).

*//Approved//*

**JOEL T. RIDENOUR**

Chief, Policy and Regulations Branch

Attachment:

Rev 1

**Uniformed E-Mail Distribution:**

MAP Members    P&R Branch    PMO-DTS    GSA-3FT    GSA-OGP(MTT)    DTMO    PPC

## **JTR REVISIONS**

### **APP N1-D:**

#### D. MIHA/Security

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3. When the senior officer in-country determines that a duty station should be a MIHA/Security area, that officer should have a designation request forwarded for risk assessment and justification. The request may be by letter, message, or e-mail message to the PDTATAC at the addresses below. The request for risk assessment is forwarded by PDTATAC to the DoS or the DIA for a final determination.

#### **Letter Address:**

##### **Per Diem, Travel and Transportation Allowance Committee**

ATTN: Allowances Branch  
4800 Mark Center Drive  
Suite 04J25-01  
Alexandria, VA 22350-9000

**E-Mail Message Address:** [dodhra.mc-alex.dtmo.mbx.allowances-branch@mail.mil](mailto:dodhra.mc-alex.dtmo.mbx.allowances-branch@mail.mil)

**Fax:** 571-372-1301 (DSN: 312-372-1301)

\*4. A completed DD Form 2556 (Move-In Housing Allowance Claim Form) (May 1999) must accompany each MIHA/Security claim. A member may submit more than one DD Form 2556 while assigned to a PDS (e.g., to claim rent-related expenses, then again to claim security expenses). A receipt for any expense of \$75 or more must be provided.

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The following pages are the same policy preceding this page but showing tracked changes.



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~~**Message Address:** SECDEF WASHINGTON DC//DTMO//~~

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