



PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE

4800 Mark Center Drive, Suite 04J2501

Alexandria, VA 22350-9000

www.defensetravel.dod.mil

PDTATAC/hm

26 January 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: UTD/CTD for MAP 007-15(I)/CAP 007-15(I) -- JTR Email Changes

1. **SYNOPSIS:** Updates JTR email addresses for AEA, HHG SIT, Regulations Review, Evacuations, and TLA-Special submission requests to PDTATAC staff.
2. The attached revision is forwarded for information purposes only. No coordination or comments are required.
3. This revision was initiated by Staff.
4. These changes are scheduled to appear in the JTR, dated 1 March 2015.
5. This determination is *effective on 26 January 2015*.

//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

Civilian E-Mail Distribution:

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

JTR REVISIONS

1020-C1:

A-B. *****

C. Procedure. A WORD document of the written material should be forwarded, via the Service MAP representative found in the Introduction Feedback Reporting section to:

*1. Email: dodhra.mc-alex.dtmo.mbx.pdtatac-staff@mail.mil; or

2. Mail:

Per Diem, Travel and Transportation Allowance Committee
Attn: Policy & Regulations Branch
4800 Mark Center Drive
Suite 04J25-01
Alexandria, VA 22350-9000

3. Fax: (571) 372-1301 DSN (312) 372-1301

4335-B1c: (Uniformed Members Only)

A. *****

B. Authorization. An AEA in excess of 300% may only be issued by:

1. The PDTATAC Policy & Regulations Chief. These requests must be submitted IAW par. 4310 to the Per Diem, Travel and Transportation Allowance Committee by:

a. Mail: Per Diem, Travel and Transportation Allowance Committee
ATTN: Policy & Regulations Branch
4800 Mark Center Drive, Suite 04J25-01
Alexandria, VA 22350-9000

b. FAX: (571) 372-1301 or,

*c. E-Mail: dodhra.mc-alex.dtmo.mbx.pdtatac-staff@mail.mil with "AEA REQUEST" in the subject line; or

2. The Secretary Concerned for specific OCONUS classified missions. *This authority must not be re-delegated.*

C. Restrictions. *****

5674-E3a: (Civilian Employees Only)

A-D. *****

E. Submission Process

1. Extension requests should be submitted via the Service's/DoD Component's Civilian Advisory Panel (CAP) member.

*2. Contact information for the CAP member may be found in the Feedback Reporting section of the Introduction to the JTR, or may be found on the DTMO [website](#) by clicking on the [PDTATAC Contact Information](#).

3. The following options are available to the employee's command to request SIT beyond 150/180 days (as applicable):

*a. Email: From Agency/command through the CAP representative to dodhra.mc-alex.dtmo.mbx.pdtatac-staff@mail.mil.

b. Mail:

Per Diem, Travel and Transportation Allowance Committee
ATTN: Policy & Regulations Branch
4800 Mark Center Drive
Suite 04J25-01
Alexandria, VA 22350-9000, or

c. FAX: From the Service/DoD Component/command through the CAP representative to (571) 372-1301.

6025-D1 second item c: (Uniformed Members Only)

c. E-Mail: dodhra.mc-alex.dtmo.mbx.pdtatac-staff@mail.mil, or

9195-C1: (Uniformed Members Only)

TLA-Special requests for a higher lodging percentage factor under special/unusual circumstances may be authorized, only in advance of the dates required, by a determination issued by the PDTATAC, Chief.

A-B. *****

C. Submission Process. Three submission options are available to member's command to request TLA-Special authority in advance of the requested dates.

*1. Email: From the command by email to dodhra.mc-alex.dtmo.mbx.pdtatac-staff@mail.mil

2. Mail:

Per Diem, Travel and Transportation Allowance Committee
ATTN: Policy & Regulations Branch
4800 Mark Center Drive
Suite 04J25-01
Alexandria, VA 22350-9000 or,

3. FAX: From the command to (571) 372-1301.

D-E. *****

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



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Rev 1

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Civilian E-Mail Distribution:

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

JTR REVISIONS

1020-C1:

A-B. ****

C. Procedure. A WORD document of the written material should be forwarded, via the Service MAP representative found in the Introduction Feedback Reporting section to:

*1. Email: pdttac@dtmo.pentagon.mildodhra.mc-alex.dtmo.mbx.pdtatac-staff@mail.mil; or

2. Mail:

Per Diem, Travel and Transportation Allowance Committee
Attn: Policy & Regulations Branch
4800 Mark Center Drive
Suite 04J25-01
Alexandria, VA 22350-9000

3. Fax: (571) 372-1301 DSN (312) 372-1301

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Field Code Changed

4335-B1c: (Uniformed Members Only)

A. ****

B. Authorization. An AEA in excess of 300% may only be issued by:

1. The PDTATAC Policy & Regulations Chief. These requests must be submitted IAW par. 4310 to the Per Diem, Travel and Transportation Allowance Committee by:

a. Mail: Per Diem, Travel and Transportation Allowance Committee
ATTN: Policy & Regulations Branch
4800 Mark Center Drive, Suite 04J25-01
Alexandria, VA 22350-9000

b. FAX: (571) 372-1301 or,

*c. E-Mail: pdttac-staff@dtmo.pentagon.mil dodhra.mc-alex.dtmo.mbx.pdtatac-staff@mail.mil with "AEA REQUEST" in the subject line; or

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2. The Secretary Concerned for specific OCONUS classified missions. *This authority must not be re-delegated.*

C. Restrictions. ****

5674-E3a: (Civilian Employees Only)

A-D. ****

E. Submission Process

1. Extension requests should be submitted via the Service's/DoD Component's Civilian Advisory Panel (CAP) member.

MAP 007-15(I)/CAP 007-15(I)
Rev 1 (1/26/15)

Page 1 of 2

*2. Contact information for the CAP member may be found in the Feedback Reporting section of the Introduction to the JTR, or may be found on the DTMO [website](#) by clicking on the [PDTATAC Contact Information](#).

Field Code Changed

3. The following options are available to the employee's command to request SIT beyond 150/180 days (as applicable):

*a. Email: From Agency/command through the CAP representative to sit-extensions@dtmo.pentagon.mil or dodhra.mc-alex.dtmo.mbx.pdtatac-staff@mail.mil.

Field Code Changed

b. Mail:

Per Diem, Travel and Transportation Allowance Committee
ATTN: Policy & Regulations Branch
4800 Mark Center Drive
Suite 04J25-01
Alexandria, VA 22350-9000, or

c. FAX: From the Service/DoD Component/command through the CAP representative to (571) 372-1301.

6025-D1 second item c: (Uniformed Members Only)

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c. E-Mail: dodhra.mc-alex.dtmo.mbx.pdtatac-staff@mail.mil, pdtatac.tt@dtmo.pentagon.mil, or

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9195-C1: (Uniformed Members Only)

TLA-Special requests for a higher lodging percentage factor under special/unusual circumstances may be authorized, only in advance of the dates required, by a determination issued by the PDTATAC, Chief.

A-B. *****

C. Submission Process. Three submission options are available to member's command to request TLA-Special authority in advance of the requested dates.

*1. Email: From the command by email to sla-specials@dtmo.pentagon.mil or alex.dtmo.mbx.pdtatac-staff@mail.mil

Field Code Changed

2. Mail:

Per Diem, Travel and Transportation Allowance Committee
ATTN: Policy & Regulations Branch
4800 Mark Center Drive
Suite 04J25-01
Alexandria, VA 22350-9000 or,

3. FAX: From the command to (571) 372-1301.

D-E. *****