



PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE

4800 Mark Center Drive, Suite 04J2501

Alexandria, VA 22350-9000

www.defensetravel.dod.mil

PDTATAC/tgh

1 June 2016

MEMORANDUM FOR

SEE DISTRIBUTION

SUBJECT:

UTD/CTD for MAP/CAP 081-16(I) -- Eliminate the Term Authenticating Official

1. SYNOPSIS: Eliminates the term Authenticating Official as redundant throughout the JTR.
2. The attached clarifying revision is forwarded for information purposes only. No coordination or comments are required.
3. This revision was initiated by the DTMO Policy Reform Team.
4. These changes are scheduled to appear in the JTR, dated 1 August 2016.
5. This determination is effective when printed in the JTR.
6. Action Officer: Tim Haddix (timothy.g.haddix.civ@mail.mil).

//Approved by Velda Potter for//

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

APP A1:

*

***ORDER-ISSUING OFFICIAL.** See AO.

APP I1-A1e:

*e. Permitted delegations and re-delegations of travel order-issuing authority should be in writing, by organizational title to individual(s) for the purpose of authorizing/approving a travel order.

App I2-G:

*G. Authorization of a Travel Order ([FTR §301-71.3](#)). A travel order is “authorized” by affixing the AO’s seal or signature. Authorization may be by written signature with printed name and title, by facsimile signature with printed name and title, by electronic signature with printed name and title if the security and privacy requirements established by the National Institute of Standards and Technology (NIST) for electronic data interchange are met, or by seal.

APP I4-A1:

*1. General. [DD Form 1610](#) (Request and Authorization for TDY Travel of DoD Personnel) is used for all official TDY travel, FEMLE travel, R&R travel, dependent evacuation, and for group or blanket TDY travel with additional names, authorizations and necessary information on continuation sheet(s). Information from the order such as the official travel days may be provided to a commercial vendor (i.e., lodging, transportation reservation, vehicle rental agency) to justify the use of Gov’t-discounted rates.

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



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JTR REVISIONS

APP A1:

~~*AUTHENTICATING OFFICIAL (Employees Only). See Authorizing/Order Issuing Official (AO).~~

~~*ORDER-ISSUING/AUTHENTICATING OFFICIAL. See AO.~~

APP I1-A1e:

~~*e. Permitted delegations and re-delegations of travel order-issuing authority should be in writing, by organizational title to individual(s) for the purpose of authorizing/approving ~~travel and authenticating~~ a travel order.~~

App I2-G:

~~*G. Authorization (~~Authentication~~) of a Travel Order (FTR §301-71.3). A travel order is “authorized” ~~or~~ “~~authenticated~~” by affixing the AO’s seal or signature. Authorization (~~authentication~~) may be by written signature with printed name and title, by facsimile signature with printed name and title, by electronic signature with printed name and title if the security and privacy requirements established by the National Institute of Standards and Technology (NIST) for electronic data interchange are met, or by seal.~~

APP I4-A1:

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